

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Acknowledgment of TDS Deduction

Dear [Recipient's Name],

We hereby acknowledge the deduction of Tax Deducted at Source (TDS) for the financial year [insert year] as per the provisions of the Income Tax Act.

Details of the TDS deduction are as follows:

- TDS Amount: [insert amount]
- TDS Certificate No.: [insert certificate number]
- Date of Deduction: [insert date]
- PAN of Deductor: [insert PAN]

Please retain this letter as a formal acknowledgment of the TDS deducted from your payments. You may use this for your records and filings with the income tax authorities.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]