

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for TDS Deduction Adjustment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an adjustment regarding the Tax Deducted at Source (TDS) for the financial year [insert financial year].

Details of the TDS Deduction are as follows:

- Name: [Your Name]
- PAN: [Your PAN Number]
- Assessment Year: [Insert Assessment Year]
- Amount of TDS Deducted: [Insert Amount]
- Date of Deduction: [Insert Date]
- Nature of Payment: [Insert Nature of Payment]

I have noticed a discrepancy in the TDS amount reported and would like to provide the necessary documentation for this adjustment. Attached are the relevant documents for your reference.

I kindly request your assistance in reconciling this matter at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]