

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

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

Subject: Clarification on TDS Deduction

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the TDS (Tax Deducted at Source) deduction applied to my payments for the period [mention the period].

On reviewing my accounts, I noticed a discrepancy in the TDS amount deducted, which I believe may be due to [briefly explain the reason or your concern]. I would appreciate it if you could provide me with a detailed breakdown of the TDS calculations, including the applicable rates and any relevant documentation.

Understanding this matter is crucial for my financial records and tax filing. I would be grateful for your prompt response to this query.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation, if applicable]