

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of TDS Deduction

We hope this message finds you well.

We would like to inform you that, as per the applicable tax regulations, we will be deducting Tax Deducted at Source (TDS) on the payments made to you for [specific services/products], effective from [start date]. The deduction will be made at the rate of [deduction rate]% as mandated under [relevant tax provisions].

We will provide you with the TDS certificate and the necessary documentation post-deduction for your records and tax filing purposes.

If you have any queries or require further clarification, please feel free to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]