

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Company Name]

[Recipient Address]

Subject: TDS Deduction Compliance

Dear [Recipient Name],

We hope this letter finds you well.

This is to inform you that as per the Income Tax Act, we have deducted Tax Deducted at Source (TDS) from the payments made to your account for the financial year [insert financial year]. The TDS rate applied is [insert rate] as per the provisions applicable.

The total TDS amount deducted is [insert amount]. We have deposited the deducted amount with the government and have used the following details for the compliance:

- TDS Deduction Date: [insert date]
- TDS Challan No: [insert number]
- Mode of Payment: [insert details]

Please find attached Form 16/16A for your records.

Should you require any further details or clarifications regarding this deduction, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]