

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of TDS Deduction

Dear [Recipient's Name],

We would like to confirm that we have deducted Tax Deducted at Source (TDS) from your payments as per the applicable provisions of the Income Tax Act.

Details of TDS Deduction:

- PAN: [Your PAN]
- TDS Amount Deducted: [Amount]
- Financial Year: [Year]
- Assessment Year: [Year]
- Date of Deduction: [Date]
- Reason for Deduction: [Service/Product Provided]

Please find attached the TDS certificate for your reference.

If you have any questions or require further information, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Your Contact Information]

[Your Email Address]