

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

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

Subject: Dispute Regarding TDS Deduction

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a dispute regarding the TDS (Tax Deducted at Source) deductions applied to my account for the [mention relevant period or transaction].

Upon reviewing my financial statements, I noticed that the TDS deducted does not align with the agreed-upon rates or the applicable legal provisions. Specifically, [provide details of the discrepancy, such as incorrect percentage applied or missing documentation].

As per my records, I believe that the correct amount should be [mention the correct amount or percentage] instead of the deducted amount of [mention the deducted amount]. I have attached copies of relevant documents to support my claim.

I kindly request that you review my case and provide clarification regarding the TDS deduction. If a correction is warranted, I would appreciate the necessary adjustments to be made promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Company Name (if applicable)]