

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

[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for TDS Deduction Exemption

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an exemption from the Tax Deducted at Source (TDS) on the payments due to me for the financial year [insert financial year].

As per the provisions of [relevant tax laws and sections], I believe that I am eligible for exemption due to [mention the reason, e.g., total income being below the taxable limit, appropriate certificates, etc.].

Enclosed with this letter are the necessary documents, including [list documents, e.g., Form 15G, income proof, etc.], supporting my request.

I kindly ask you to consider my application and grant an exemption for TDS deduction on my payments. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your PAN Number] (if applicable)