

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Explanation for TDS Deduction

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding the TDS (Tax Deducted at Source) deductions made from my account for the financial year [Year/Period].

As per the provisions of the Income Tax Act, [mention specific section if applicable], TDS is applicable to payments made for [briefly describe the nature of payment]. Accordingly, the following deductions were made:

1. **Date of Transaction:** [Date]

 Amount: [Amount]

 TDS Deducted: [Amount]

 Reason: [Brief explanation, e.g., nature of service]

2. **Date of Transaction:** [Date]

 Amount: [Amount]

 TDS Deducted: [Amount]

 Reason: [Brief explanation]

The total TDS deducted from my payments amounts to [Total TDS Amount] for the specified period. This deduction is in compliance with the regulatory requirements, and I appreciate your adherence to the tax regulations.

If you need any further information or documentation regarding these deductions, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation/Position if applicable]

[Your Company Name if applicable]