

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding TDS Deduction

I hope this message finds you well. I am writing to inquire about the Tax Deducted at Source (TDS) deductions made from my payments.

Details of my account are as follows:

- Name: [Your Name]
- PAN: [Your PAN]
- Invoice Number(s): [List of Invoice Numbers]
- Period of Service: [Specify Dates]

I would appreciate it if you could provide clarification on the following:

1. The rates of TDS applied to my payments.
2. The total amount deducted for the financial year [specify year].
3. Any TDS certificates issued for the deductions.

I kindly request your prompt assistance in this matter, as it is essential for my tax records and filing.

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

Sincerely,
[Your Name]