

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of TDS Deduction

Dear [Recipient Name],

We hope this letter finds you in good health and spirits.

This is to inform you that, as per the provisions of the Income Tax Act, we will be deducting Tax Deducted at Source (TDS) on the payments made to you for the financial year [insert financial year]. The applicable rate for TDS deduction is [insert applicable rate]% as per the relevant tax slab.

The TDS amount will be deducted on the following payments:

- [Payment Type 1: Amount]

- [Payment Type 2: Amount]

The total TDS amount to be deducted is [Total TDS Amount]. You will receive a TDS certificate reflecting this deduction, which you can use to claim tax credits while filing your income tax return.

If you have any questions or require additional information, please feel free to reach out to us at [your contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]