

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: TDS Deduction on Payments

Dear [Recipient Name],

I hope this letter finds you well.

We would like to inform you that, as per the applicable tax laws, we are required to deduct Tax Deducted at Source (TDS) on the payments made to you for the services rendered.

****Details of TDS Deduction:****

- ****Nature of Payment:**** [Specify the type of payment, e.g., professional fees, rent, etc.]

- ****Payment Amount:**** [Specify the amount]

- ****TDS Rate:**** [Specify the applicable TDS rate, e.g., 10%, 20%, etc.]

- ****TDS Amount Deducted:**** [Specify the amount deducted]

- ****Payment Date:**** [Specify the date of payment]

We will deposit the deducted TDS amount with the government and will provide you with the TDS certificate in due course, reflecting the amount deducted for your records.

Should you have any queries regarding this deduction, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (optional)]

[Your Name]

[Your Position]

[Your Company Name]