

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: TDS Deduction on Salary

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address the Tax Deducted at Source (TDS) applicable to my salary for the financial year [specify financial year].

As per the provisions of the Income Tax Act, I understand that the company is required to deduct TDS from my salary based on the applicable tax slab rates. I kindly request you to provide me with the details regarding the amount of TDS deducted, the relevant period, and a breakdown of the components influencing this deduction.

Please ensure that the necessary deductions are reflected in my Form 16, which I will require for my income tax return filing.

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

Sincerely,

[Your Name]
[Your Employee ID]