

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: TDS Deduction Reconciliation

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request a reconciliation of the TDS (Tax Deducted at Source) deductions made against my account for the financial year [insert financial year].

Details of the TDS deductions are as follows:

- \*\*PAN Number\*\*: [Your PAN Number]
- \*\*TDS Amount Deducted\*\*: [Total Amount]
- \*\*Period of Deduction\*\*: [Start Date] to [End Date]
- \*\*Nature of Payments\*\*: [Specify the nature of payments, e.g., professional fees, contract payments, etc.]

I kindly request that you provide me with the necessary details regarding the TDS deducted, including the challan details, along with any Form 26AS discrepancies. This will help me ensure that all records are accurate and reconciled for tax filing purposes.

Please let me know if you require any additional information from my end to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Designation/Position, if applicable]  
[Your Company Name, if applicable]