

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

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

Subject: Request for Rectification of TDS Deduction

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention an error regarding the TDS deduction for the financial year [Year].

My Tax Deduction Account Number (TAN) is [Your TAN], and my Permanent Account Number (PAN) is [Your PAN]. Upon reviewing my tax statements, I noticed that [describe the specific issue, e.g., "the TDS deducted from my account does not match the amount reported in Form 26AS"].

For your reference, I have attached the following documents:

1. Copy of Form 26AS
2. Payment receipts
3. Any other relevant documents

I kindly request your assistance in rectifying this issue at your earliest convenience. Please let me know if any further information is required from my side.

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

Sincerely,

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