

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Institution Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for TDS Deduction

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the deduction of Tax Deducted at Source (TDS) for [mention the relevant service or transaction, e.g., "the payment for freelance services rendered" or "the rental income for the month of [month/year]"].

Details of the transaction are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Date]
- Total Amount: [Total Amount]
- Applicable TDS Rate: [TDS Rate]

In accordance with the provisions of the Income Tax Act, I kindly request that TDS be deducted at the applicable rate from the aforementioned amount. Please ensure that the TDS deduction is reflected in your records.

I would appreciate it if you could provide me with the TDS certificate at your earliest convenience for my records.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Position, if applicable]