

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

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

Subject: TDS Deduction Statement for [Financial Year/Quarter]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with the Tax Deducted at Source (TDS) deduction statement for the period of [specify the period, e.g., April 2022 to March 2023].

Details of TDS Deduction are as follows:

- ****PAN****: [Your PAN Number]
- ****Total Payment made****: [Total Payment Amount]
- ****TDS Amount Deducted****: [TDS Amount]
- ****Rate of TDS****: [TDS Rate]
- ****Payment Type****: [Type of Payment, e.g., Salary, Contractual Payment, etc.]

Please find attached all necessary documents to support this statement. Should you have any questions or require further information, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

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

Attachments:

1. [List of attached documents]
2. [Any additional relevant information]