

Letter to Income Tax Department Format - Template

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

To,
The Income Tax Officer,
[Address of the Income Tax Department]
[City, State, Zip Code]

Subject: Query regarding TDS deduction

Dear Sir/Madam,

I am writing this letter to seek clarification regarding the TDS deduction from my salary for the assessment year [insert the relevant assessment year]. My PAN is [insert your PAN number]. I have noticed that the TDS deducted from my salary is more than what it should be, according to my income and tax slab. Therefore, I request you to look into this matter and provide me with an explanation for the excessive TDS deduction.

I have attached all the necessary documents related to my income and TDS deduction for your reference. If you require any further information, please do not hesitate to contact me.

Thank you for your time and attention.

Sincerely,

[Your Name]