

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

The Assessing Officer

[Name of the Income Tax Department]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Correction of PAN Card Information

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the correction of certain information on my Permanent Account Number (PAN) card. My details are as follows:

- **\*\*Name:\*\*** [Your Full Name]
- **\*\*PAN Number:\*\*** [Your PAN Number]
- **\*\*Current Address:\*\*** [Your Current Address]
- **\*\*Date of Birth:\*\*** [Your Date of Birth]

I would like to correct the following information on my PAN card:

- [Specify the incorrect information and the correct information]

I have enclosed the necessary documents to support my request for the correction.

I kindly request you to process this change at your earliest convenience.

If you require any further information, please feel free to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature]  
[Your Name]