

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

To,

The Manager

Tax Information Network

Income Tax Department

[City/State Office Address]

Subject: Request for Name Correction in PAN Card

Dear Sir/Madam,

I am writing to request a correction in the name mentioned on my Permanent Account Number (PAN) card. The details are as follows:

- PAN Number: [Your PAN Number]
- Current Name on PAN: [Current Name as per PAN]
- Correct Name: [Correct Name as it should appear]

I have enclosed the relevant documents supporting my request for this correction, including [list of documents, e.g., a self-attested copy of my Aadhar card, passport, etc.].

I kindly request you to process my application for name correction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]