

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

To,

The Assessing Officer,
[Income Tax Department Address]
[City, State, ZIP Code]

Subject: Request for Change of Name in PAN Card

Dear Sir/Madam,

I am writing to request a change of name on my PAN card. Below are the necessary details for your reference:

- ****Current Name****: [Your Current Name]
- ****New Name****: [Your New Name]
- ****PAN Number****: [Your PAN Number]

I have enclosed the necessary documents supporting my request, including:

1. Self-attested copy of my PAN card
2. Proof of identity (e.g., Aadhar card, passport)
3. Proof of name change (e.g., marriage certificate, court order)

I kindly request you to process my application at the earliest and update my PAN records accordingly. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]