

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

To,

The Income Tax Officer,
[Jurisdiction/Department Name],
[Office Address],
[City, State, Zip Code]
Subject: Application for PAN Card Correction

Dear Sir/Madam,

I am writing to request a correction in my Permanent Account Number (PAN) card details. Below are my details for your reference:

- ****Name****: [Your Full Name]
- ****PAN Number****: [Your PAN Number]
- ****Date of Birth****: [Your Date of Birth]
- ****Correction Required****: [Specify the details that need correction, e.g., name, address, date of birth, etc.]

I have enclosed the necessary documents to support my application, including:

1. [List documents, e.g., proof of identity, proof of address, passport-sized photograph, etc.]

I kindly request you to process my application at the earliest and issue a corrected PAN card. I appreciate your assistance in this matter.

Thank you.

Sincerely,

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