

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

To,
The Income Tax Department
[Relevant Office Address]
[City, State, Zip Code]

Subject: Application for PAN Card Correction Due to Marriage

Dear Sir/Madam,

I am writing to request a correction to my PAN card details due to a change in my marital status. I recently got married, and I would like to update my surname/name as reflected in my PAN card.

Details of my PAN card are as follows:

- Name (as on PAN card): [Your Old Name]
- PAN Number: [Your PAN Number]
- Date of Birth: [Your Date of Birth]

I would like to update my name to: [Your New Name]

Attached are the relevant documents for your reference:

1. Copy of my marriage certificate
2. Proof of identity with the updated name
3. Copy of my PAN card

I kindly request you to process this change at your earliest convenience and issue a revised PAN card with my updated name.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Name]