

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

The Assessing Officer
Income Tax Department
[Relevant Address]

Subject: Application for Correction of Signature in PAN Card

Dear Sir/Madam,

I am writing to request a correction in the signature on my PAN card.

My details are as follows:

- PAN: [Your PAN Number]
- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

The signature on my PAN card is incorrect due to [briefly explain the reason, e.g., "a discrepancy during the application process"]. I would like to update the signature to reflect my accurate signature as per my official documents.

I have enclosed the following documents for your reference:

1. A self-attested copy of my PAN card
2. A government-issued ID with the correct signature
3. Any other relevant documents

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]