

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

To,

The Income Tax Department,
[Relevant Office Address]

Subject: Request for Correction in PAN Card

Dear Sir/Madam,

I am writing to request a correction in my PAN card details. My PAN number is [Your PAN Number].

The details that need correction are as follows:

- Correct Name: [Correct Name]
- Incorrect Name: [Incorrect Name]
- [Any other details that need correction]

I have attached the necessary documents to support my request.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting by mail)]

[Your Name]