

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

The Jurisdictional Income Tax Officer,
[Office Address]
[City, State, Zip Code]

Subject: Request for Date of Birth Correction in PAN Card

Dear Sir/Madam,

I am writing to request a correction of the date of birth mentioned on my Permanent Account Number (PAN) card.

Details are as follows:

- PAN Number: [Your PAN Number]
- Name: [Your Full Name]
- Date of Birth as per PAN card: [Incorrect Date of Birth]
- Correct Date of Birth: [Correct Date of Birth]

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

1. Copy of PAN card
2. Proof of correct date of birth (Aadhaar, Birth Certificate, etc.)

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

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]