

[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 of PAN Card Details

Dear Sir/Madam,

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

- ****Name:**** [Your Full Name]
- ****PAN Number:**** [Your PAN Number]
- ****Correction Required In:**** [Specify the details that need correction, e.g., name, date of birth, address]
- ****Correct Details:**** [Provide the correct information]

I have enclosed copies of supporting documents to verify the correct details. Kindly update my records accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]