

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

To,

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

Subject: Request for Resolution of PAN Card Discrepancy

Dear Sir/Madam,

I am writing to bring to your attention a discrepancy observed in my PAN card details, which I kindly request to be resolved at your earliest convenience.

PAN Card Number: [Your PAN Number]

Name as per PAN: [Name on PAN Card]

Date of Birth: [Your Date of Birth]

Discrepancy Details:

[Clearly describe the nature of the discrepancy, e.g., incorrect name, date of birth, address, etc. Include specific details that highlight the discrepancy.]

Attached Documents:

1. Copy of PAN Card
2. Supporting documents for correction (e.g., Aadhar card, passport, etc.)
3. Any other relevant documents

I would appreciate your prompt action in addressing this matter. Should you require any further information or documentation, please feel free to contact me at the provided email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]