

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

To,

The Income Tax Department
[Relevant PAN Card Office Address]
[City, State, PIN Code]

Subject: Request for Gender Correction in PAN Card

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to request a correction in my PAN card regarding my gender.

My PAN details are as follows:

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

Upon reviewing my PAN card, I noticed that my gender has been incorrectly mentioned as [Incorrect Gender]. The correct gender should be [Correct Gender].

I have enclosed a copy of my identification proof (e.g., Aadhar card, passport) and the PAN card for your reference.

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

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]