

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

The Assessing Officer,  
Income Tax Department,

[Relevant Address of the Income Tax Office]

Subject: Request for Correction in PAN Card Details

Dear Sir/Madam,

I, [Your Full Name], am writing to request a correction in my PAN card details. My PAN number is [Your PAN Number], and the details that need to be corrected are as follows:

1. Incorrect Detail: [Incorrect Detail]  
Correct Detail: [Correct Detail]
2. Incorrect Detail: [Another Incorrect Detail]  
Correct Detail: [Correct Detail]

I have enclosed the necessary documents that support my request for the correction.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]