

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

To,

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

Subject: Request for PAN Card Mistake Rectification

Dear Sir/Madam,

I am writing to bring to your attention a mistake in my Permanent Account Number (PAN) card. My PAN card number is [Your PAN Number], and my name is [Your Full Name].

The specific error in my PAN card is as follows:

[Describe the mistake briefly, e.g., misspelled name, incorrect date of birth, etc.]

I kindly request your assistance in rectifying this error at your earliest convenience. Enclosed with this letter are copies of the relevant documents supporting my request for the correction.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]