

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

To,

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

Subject: Request for PAN Card Modification

Dear Sir/Madam,

I am writing to request a modification to my PAN card details. Below are my current details:

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

I would like to request the following modification:

- \*\*Change Required:\*\* [Specify the details to be modified]
- \*\*Reason for Change:\*\* [Provide a brief explanation]

I have enclosed relevant documents to support my request. Kindly process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]