

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

The Income Tax Department

[Relevant Office Address]

[City, State, ZIP Code]

Subject: Application for PAN Card Photo Correction

Dear Sir/Madam,

I am writing to request a correction to the photograph on my PAN card.

Below are my details for your reference:

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

The photograph currently on my PAN card is incorrect, and I would like to request an update. I have attached the necessary documents, including:

1. A recent passport-sized photograph
2. A copy of my existing PAN card
3. Any other required documents (if applicable)

I would greatly appreciate your assistance in processing this correction at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]