

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

To,

The Income Tax Officer,  
[Department Name or Address of the Income Tax Office]  
[City, State, Zip Code]

Subject: Request for Reissue of PAN Card

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the reissue of my PAN card due to [mention reason - lost, damaged, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- PAN Number: [Your PAN Number] (if available)
- Address: [Your Address as per PAN]

I have attached the necessary documents required for the reissue process, including [list attached documents - identity proof, proof of address, application form, etc.].

I kindly request you to process my application at your earliest convenience. Thank you for your attention to this matter.

Yours sincerely,

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