

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

To,

The Assessing Officer,  
[Local Income Tax Office Address]  
[City, State, ZIP Code]

Subject: Request for PAN Card Spelling Correction

Dear Sir/Madam,

I am writing to request a correction in the spelling of my name as it appears on my Permanent Account Number (PAN) card. My PAN details are as follows:

- PAN Number: [Your PAN Number]
- Name on PAN Card: [Incorrectly Spelled Name]
- Correct Name: [Correctly Spelled Name]

I have attached a copy of my PAN card and relevant supporting documents for your reference.

I kindly request you to process this correction at your earliest convenience.

Thank you for your assistance.

Sincerely,

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