

[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 Update of PAN Card Details

Dear Sir/Madam,

I am writing to request an update to the details on my Permanent Account Number (PAN) card. Below are the necessary details for your reference:

Name: [Your Full Name]

PAN: [Your PAN Number]

Date of Birth: [Your Date of Birth]

Old Details: [Details to be updated]

New Details: [New Details to be updated]

Enclosed herewith are the relevant documents supporting my request for updating PAN card details.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]