

PAN Card Father Name Change Letter Format

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

[Recipient's Name]
[Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Father's Name Change in PAN Card

I am writing to request a change in my father's name on my PAN card. Currently, my PAN card number is [Your PAN Card Number], and my father's name is listed as [Current Father's Name]. However, I recently discovered that there is an error in my father's name, and I would like to have it corrected.

The correct name of my father is [Correct Father's Name], and I kindly request you to update the records to reflect the accurate information.

Enclosed with this letter are the supporting documents, including [list any supporting documents such as Aadhar card, passport, etc., that verify the correct father's name]. I kindly request you to process the change at the earliest convenience.

I understand that changing the information may involve certain procedures, and I am willing to provide any additional documentation or information required to facilitate the process.

I appreciate your prompt attention to this matter and thank you for your assistance in ensuring the accuracy of my PAN card details.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if further clarification or information is needed.

Thank you for your cooperation.

Yours sincerely,

[Your Name]

