

Draft Application For Firm/Company

To,

The Income Tax Assessing Officer
The Income Tax Department
Ward No.

Subject: Request to Surrender PAN Card No.....

Respected Sir/Madam,

We the [Name of PAN Card] Firm are holding a PAN card number [BBXXXXXE] in the name of [Name of PAN Card]. located at [Address] We are requesting you to cancel our PAN bearing number -----.

We had to close our business due to (mention the reason of dissolution) The shutdown was carried out in accordance with all legal procedures. We have already begun the process of closing the company, and our firm is no longer in operation. We would like to cancel the firm's PAN.

In this letter, I've also included a copy of our PAN card. I shall be highly obliged to you.

Thank you.

Date:
Place:

Yours faithfully

Signature
(Authorised person)

Pan Surrender Letter Format in Word for Individuals

To ,

The Income Tax Assessing Officer
The Income Tax Department
Ward No.
District with Pin code

Subject : Request to surrender duplicate PAN card

Respected Sir/Madam,

I (Name of the individual) am writing this letter to request you to cancel/surrender PAN card with number _____. I want to surrender this PAN (mention the reason to surrender or cancel).

So, I would like to cancel my extra PAN card and continue with the old PAN. I have deregistered my new PAN number with all the services.

Details of both the PAN cards are as follows

Old PAN card number- Active PAN

PAN :
Name :
Father's Name :
DoB:
Address:
Mobile:

New PAN card number-(needs to be cancelled/Surrendered)

PAN :
Name :
Father's Name :
DoB:
Address:
Mobile:

So I request you to cancel PAN card bearing no.(mention PAN number). I shall be grateful to you in this regard.

Connect with us **+91 9111555394, +91 9111555395**



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 info@lawlegends.in

Thank you.

Date:
Place:

Yours faithfully

Signature
(Name of the PAN holder)
Mobile

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