To Place:

The Income Tax Department, Date:

Office name,

Address.

Sub: PAN card cancellation request for late Sri/.Smt.\_\_\_\_\_\_\_(Deceased person name)

Respected Sir/Madam,

I am \_\_\_\_\_\_\_\_\_\_\_(your name) legal heir of late Sri./Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_ writing this request letter to cancel the PAN of my deceased father/mother/husband bearing PAN number \_\_\_\_\_\_\_\_.(PAN no. of the deceased person).

His / Her IT returns have been filed up to the latest assessment year and please find the enclosed copies of ITR payment receipts, death certificate, and legal heir certificate attached with this letter.

So kindly cancel the PAN of late Sri./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_(deceased person name) bearing PAN number \_\_\_\_\_\_\_\_.

I shall be obliged to you in this regard.

Thanking you.

Yours sincerely,

Your name.

(Mobile no)