To Place:

The Income Tax Department, Date:

Office name,

Address.

Sub: PAN card surrender request of \_\_\_\_\_\_\_(firm name).

Respected Sir/Madam,

We the \_\_\_\_\_\_\_\_\_\_\_\_(your firm name) requesting you to cancel our PAN bearing number \_\_\_\_\_\_\_\_(firm PAN no.).

We have shut down our business due to financial problems / tough competition / personal reasons/partnership related problems. The shutdown has been done as per all the legal proceedings.

Hence our firm is no longer operating now, we would like to cancel the PAN of the firm.

So kindly cancel the PAN of our firm bearing number \_\_\_\_\_\_\_(firm PAN no.) and also find the enclosed copy of the PAN card.

Thanking you.

Yours sincerely,

Your name.

(Mobile no)