To Place:

The Income Tax Department, Date:

Office name,

Address.

Sub: PAN card surrender request.

Respected Sir/Madam,

My name is \_\_\_\_\_\_\_\_\_\_\_(your full name) writing this request letter to surrender my PAN card bearing number BUORR45678X.

I have been issued with Two PANs, I got my old PAN bearing  no. FAXX 1245C long ago, but unfortunately  I thought I lost it, and I applied for a new PAN.

But recently I have found my old PAN card, so I would like to close my new PAN card and continue with the old PAN. I have deregistered my new PAN number with all the services.

So kindly cancel my PAN card bearing no. BUORR45678X. I shall be grateful to you in this regard.

Thanking you.

Yours faithfully,

Your name.

(Mobile no)