"How to Surrender a PAN Card – Sample Letter Format for Individuals"

From,
[Your Name]
[Your Address]
[City, PIN Code]
[Email ID]
[Contact Number]

Dated: [DD/MM/YYYY]

To,
The Assessing Officer
Circle/Ward: [Your Circle/Ward]
[Income Tax Department Office Address]

Subject: Request for Surrender of PAN Card

Respected Sir/Madam,

I, **[Your Name]**, am writing this letter to formally request the cancellation of my newly issued PAN card bearing the number **[New PAN Number]**, which was issued **two months ago**.

I had applied for a new PAN card as my old PAN card **[Old PAN Number]** was misplaced while traveling. However, I have now recovered my old PAN card and no longer require the new one.

Details of PAN Cards:

- **Old PAN Card Number:** [Old PAN Number]
- **New PAN Card Number:** [New PAN Number]

I kindly request you to initiate the cancellation of my new PAN card, as I have already deregistered it from all services. I would be grateful for your assistance in processing this request.

Thank you for your time and consideration.

Yours faithfully,
[Your Name]
[Your Address]

[Email ID]
[Contact Number]

For more details, visit: www.companymitra.com