"Ultimate Guide to Surrendering a Partnership Firm's PAN Card – Sample Letter & Easy Process"

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

Dated: [DD/MM/YYYY]

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

Subject: Request for Surrender of PAN Card of Partnership Firm

Respected Sir/Madam,

With due respect, we, **[Firm Name]**, located at **[Firm Address]**, request you to kindly cancel our **Partnership Firm PAN card** with number **[PAN Number]** at the earliest. Due to financial difficulties faced during the pandemic, our firm has decided to discontinue business operations effective from **[Month, Year]**, after mutual discussion among all partners.

We confirm that the PAN has been **deregistered from all associated services**, and there are no further financial obligations linked to it. Kindly proceed with the cancellation process to help us finalize our business closure.

We shall be highly grateful for your prompt assistance. Please let us know if any additional formalities or documents are required.

Enclosures (if applicable):

1. Copy of PAN Card
2. Partnership Deed Dissolution Certificate
3. Latest Income Tax Return (if filed)

4. Other relevant documents

Thanking you in anticipation.

Yours faithfully,
[Your Name]
[Designation]
[Firm Name]
📧 Email ID: [Your Email]
📞 Contact No.: [Your Phone Number]

For professional assistance in **PAN surrender for firms** and other tax services, visit **www.companymitra.com**.