

To,  
The Assessing Officer,  
[Your Jurisdictional Income Tax Office],  
[City/State]

Subject: Request for De-linking Aadhaar from Incorrect PAN

Respected Sir/Madam,

I humbly request that two PAN cards have been issued in my name by mistake. One of the PANs (PAN Number: [Insert PAN]) is currently linked with my Aadhaar (Aadhaar Number: [Insert Aadhaar]), while I intend to use the other PAN (PAN Number: [Insert second PAN]) which is not linked to my Aadhaar yet.

I request you to kindly de-link my Aadhaar from the incorrectly linked PAN so that I may link it with the correct PAN. I have enclosed the required affidavit and supporting documents for your kind perusal.

Kindly consider my request and take necessary action at the earliest.

Thanking you,

Yours sincerely,  
[Full Name]  
[Full Address]  
[Mobile Number]  
[Email ID]  
[Signature]  
[Date]