

Tax Refund Application Correction Format

To,

The Assessing Officer
Income Tax Department
[Office Address]

Subject: Application for Correction in Tax Refund Application

Respected Sir/Madam,

I, [Your Name], holding PAN [Your PAN], wish to request a correction in my earlier submitted tax refund application for the Assessment Year [Year]. The details of my application are as follows:

Name: [Your Name]

PAN: [Your PAN]

Assessment Year: [Assessment Year]

Acknowledgement No.: [Ack No./Reference No.]

Correction Requested:

[Clearly state the error(s) in your original refund application and provide the correct details here]

I kindly request you to consider the above correction(s), update the necessary records, and process my tax refund accordingly. I have attached supporting documents for your reference.

Thanking you,

Yours faithfully,

[Your Signature]

Date: [DD/MM/YYYY]

Contact No.: [Mobile/Phone]

Email: [Email Address]

Enclosures:

- Copy of previous refund application
- Proof of corrected (supporting) documents
- Any other relevant document

Important Notes:

- Ensure all details are accurate and up-to-date before submission.
- Attach self-attested copies of all supporting documents.
- Mention your contact details and acknowledgement/reference number clearly.
- This format is indicative; modify as per your specific case or department's requirements.
- Keep a copy of this application and all enclosures for your records.