

# 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.