

Format for Form 16 Correction / Rectification

Date: _____

To,

The HR/Payroll Department
[Name of the Organization]
[Full Office Address]

Subject: Request for Correction/Rectification in Form 16

Dear Sir/Madam,

I, **[Your Name]**, working as **[Your Designation]** bearing Employee ID **[Your Employee ID]**, would like to bring to your notice the following discrepancy/error in my Form 16 for the financial year **[YYYY-YYYY]**:

- Nature of error/discrepancy: **[Brief description, e.g., Name mismatch/PAN incorrect/wrong figures/etc.]**
- Correct details: **[Correct information as per official records]**
- Any supporting documents attached: **[Specify if any]**

I kindly request you to rectify the above error at the earliest and issue me a corrected Form 16.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]

Important Notes:

- Ensure all details are filled accurately to avoid further discrepancies.
- Attach self-attested supporting documents for the proposed correction.
- This application should be addressed to the concerned HR/Payroll/Accounts department.
- Keep a copy of the correction request and acknowledgments for your records.
- Follow up regularly to ensure timely rectification and issuance of the revised Form 16.