

## 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,

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[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.