Date: XX.XX.XXXX

To,
The Assessing Officer, Ward XX (X), XXXX XXXXXXX *Income-tax jurisdiction*
XXXX XXXXXXX, XXXXXX - XXXXXX

Subject: Request for cancellation of PAN XXXXXXXXXX and TAN XXXXXXXXXX of XXXX XXXXXXX PRIVATE LIMITED / LLP (struck off)

Sir / Madam,

XXXX XXXXXXX PRIVATE LIMITED *or LLP* (CIN / LLPIN: XXXXXXXXXXXXXXXXXXXXX), holding PAN XXXXXXXXXX and TAN XXXXXXXXXX, has been struck off the register by the Registrar of Companies, XXXX XXXXXXX, by order / notice dated XX.XX.XXXX, a copy of which is enclosed. The entity has ceased to carry on business since XX.XX.XXXX because XXXX XXXXXXX *reason for closure*

All income-tax returns up to the assessment / tax year XXXX-XX and all TDS statements up to the quarter ended XX.XX.XXXX have been filed, and no demand is outstanding to our knowledge.

We request you to cancel the above PAN and TAN and to update your records accordingly.

Yours faithfully,

(Signature)

XXXX XXXXXXX, former Director / Designated Partner · DIN / DPIN: XXXXXXXX
Place: XXXXXX

Encl.: (1) Copy of strike-off order / notice; (2) Copy of PAN card and TAN allotment letter; (3) Copies of the last returns filed; (4) Authorisation, if any.