

<Date>

Profession Tax Officer,

<Mention circle>

The Commercial Tax Office,

<Mention Address>

Dear Sir/Ma'am,

Sub: Changing mobile number in PT portal – reg

Ref: PT RC no: \_\_\_\_\_

This is to bring to your kind notice that, our establishment **M/s.** \_\_\_\_\_, located at \_\_\_\_\_ bearing the aforementioned assessment number would like to change the mobile number and email id in PT portal as mentioned below.

Email id: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Thank you,

**For M/s.** \_\_\_\_\_,

**Authorized signature**