

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Designation]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Subject: Request for GST Cancellation

Dear [Recipient Name],

I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration. My GSTIN is [Your GSTIN]. Due to [brief reason for cancellation, e.g., closure of business, fall in turnover], I find it necessary to apply for the cancellation of my GST registration as per the GST Act.

I have attached all the required documents for your reference. Please let me know if you need any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Position (if applicable)]
[Your Company Name (if applicable)]