

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To,

The GST Officer,
[GST Department Address]
[City, State, Zip Code]

Subject: Application for Cancellation of GST Registration

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration. Below are the details regarding my GST registration:

- GSTIN: [Your GSTIN]
- Business Name: [Your Business Name]
- Address: [Registered Business Address]

The reason for seeking cancellation of my GST registration is [brief explanation of the reason, e.g., cessation of business, shifting to a composition scheme, etc.].

I have ensured that all outstanding returns have been filed and dues settled, as per the requirements. I request you to kindly process my application at your earliest convenience.

Enclosed are the necessary documents supporting my cancellation request:

1. GST Registration Certificate
2. [Any additional documents, if applicable]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]