

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[GST Department Address]
[City, State, Zip Code]
Subject: Request for GST Cancellation

Dear Sir/Madam,

I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration. My GSTIN is [Your GSTIN].
The reason for this cancellation request is [briefly explain the reason, e.g., cessation of business, change in business structure, etc.].
I have ensured that all the necessary compliance requirements have been fulfilled prior to this cancellation request.
Please process my cancellation at your earliest convenience. I would appreciate receiving a confirmation of the cancellation.
Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Designation (if applicable)]
[Your Business Name (if applicable)]