

[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 GST Cancellation

Dear Sir/Madam,

I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration under the GST Act. The details are as follows:

GST Registration Number: [Your GST Number]

Registered Business Name: [Your Business Name]

Reason for Cancellation: [State the reason, e.g., business closure, change of business entity, non-availability of services, etc.]

I have attached all necessary documents to support my application, including [list any documents you are attaching, such as the cancellation request form, proof of business closure, etc.].

I kindly request you to process my application at your earliest convenience. Should you require any further information or clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Business Name]