

****GST Cancellation Application Format for Individuals****

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

To,

The Goods and Services Tax Officer,

[GST Department Address]

[City, State, Zip Code]

Subject: Application for Cancellation of GST Registration

Respected Sir/Madam,

I, [Your Name], holding GSTIN [Your GST Number], hereby request the cancellation of my GST registration due to [mention the reason for cancellation, e.g., cessation of business, change in business structure, etc.].

The details of my registered business are as follows:

1. ****Name of the Business****: [Your Business Name]
2. ****GSTIN****: [Your GST Number]
3. ****Address of the Business****: [Business Address]
4. ****Date of Registration****: [Date of GST Registration]

I have filed all the necessary returns and cleared all dues as of the date of this application.

Please let me know if any further information or documents are required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

****Enclosures:****

1. Copy of GST Registration Certificate
2. Identity Proof
3. Address Proof
4. Any other relevant documents
