

[Your Business Letterhead]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To,

The GST Department

[Department Address]

[City, State, ZIP Code]

Subject: Application for GST Registration Cancellation

Dear Sir/Madam,

I, [Your Name], am writing to formally request the cancellation of GST registration for my business, [Your Business Name], with GSTIN [Your GSTIN].

The reasons for this cancellation request are as follows:

1. [Reason 1]

2. [Reason 2]

3. [Additional Reasons]

Please find attached the necessary documents required for processing the cancellation, including:

- GST registration certificate

- [Any additional supporting documents]

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Business Name]