

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

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

Subject: Application for GST Cancellation

Dear Sir/Madam,

I, [Your Name], holding GSTIN [Your GSTIN], am writing to formally request the cancellation of my GST registration.

The details of my business are as follows:

- Business Name: [Your Business Name]
- GSTIN: [Your GSTIN]
- Reason for Cancellation: [Please state your reason; e.g., business closure, change of business activity, etc.]

I request you to process my application for GST cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]