

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

To,

The GST Officer

[Department Name]

[Office Address]

[City, State, Zip Code]

Subject: GST Cancellation Notice

Dear Sir/Madam,

I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration. Below are the details pertaining to my GST registration:

GSTIN: [Your GSTIN]

Registered Business Name: [Your Business Name]

Registered Address: [Your Registered Address]

Reason for Cancellation: [Provide a brief reason for cancellation, e.g., ceased operations, change of business structure, etc.]

I have ensured that all tax liabilities have been settled, and no outstanding returns are pending. Kindly process my request for cancellation at your earliest convenience.

I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Business Name, if applicable]