

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

The Goods and Services Tax Department

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

Subject: Request for GST Registration Cancellation

Dear Sir/Madam,

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

- GSTIN: [Your GSTIN]
- Trade Name: [Your Trade Name]
- Address: [Your Business Address]

The reason for this cancellation request is [state the reason for cancellation, e.g., cessation of business, change in business structure, etc.]. I have ensured that all due returns have been filed and any pending tax liabilities have been cleared.

Please find attached the following documents for your reference:

1. Copy of GST Registration Certificate
2. Any other relevant documents

I kindly request you to process my application at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Designation, if applicable]
[Your Business Name, if applicable]