

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

To,

The GST Officer

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Deregistration

Dear Sir/Madam,

I, [Your Name], am writing to formally request the deregistration of my Goods and Services Tax (GST) identification number [GSTIN] under the provisions of the Goods and Services Tax Act.

Details of the Registration:

- GSTIN: [Your GSTIN]
- Registered Business Name: [Your Business Name]
- Address of Business: [Business Address]

Reason for Deregistration:

[Explain the reason for deregistration, e.g., closure of business, change in business structure, etc.]

Please find attached the necessary documents to support my application for deregistration. I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position, if applicable]