

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

To,

The GST Officer,
[GST Department Address]
[City, State, ZIP Code]

Subject: Application for Cancellation of GST Registration

Dear Sir/Madam,

I am writing to formally request the cancellation of my GST registration.

Below are the details of my GST registration:

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

The reason for cancellation is [mention reason, e.g., closure of business, change in business structure, etc.].

I kindly request you to process my application at your earliest convenience. Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Designation]
[Your Business Name]