

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

To,

The [Concerned Authority]

[Department Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for GST Registration Cancellation

Dear Sir/Madam,

I, [Your Name], holding GSTIN [Your GST Number], am writing to formally request the cancellation of my Goods and Services Tax (GST) registration. The reasons for this cancellation request are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Any Additional Reasons]

I would appreciate your assistance in processing my cancellation request at your earliest convenience. Please find attached the necessary documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation, if applicable]

[Your Business Name, if applicable]