

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

To,

The Goods and Services Tax Officer,
[Office Address]

[City, State, Zip Code]

Subject: Application for GST Cancellation

Dear Sir/Madam,

I am writing to request the cancellation of my Goods and Services Tax (GST) registration, GSTIN: [Your GSTIN]. Due to [reason for cancellation, e.g., closure of business, change in business structure, etc.], I am no longer in need of the GST registration.

I kindly request you to process my application at your earliest convenience. I have attached all necessary documents for your reference, including:

1. Copy of GST registration certificate
2. [Any other relevant documents]

I appreciate your prompt attention to this matter. Please feel free to contact me at [phone number] or [email address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Business Name, if applicable]