

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for GST Cancellation

I am writing to formally request the cancellation of my Goods and Services Tax (GST) registration with GSTIN [Your GSTIN].

[Provide a brief explanation of the reasons for cancellation, such as business closure, change in business activity, etc.]

I have attached the necessary documents required for this process, including [list any relevant documents, e.g., GST cancellation application form, proof of business closure, etc.].

Please let me know if you require any additional information or documents to facilitate this process. I appreciate your prompt attention to my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Company Name (if applicable)]