

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

To,

The GST Department,
[Department 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) account. My GSTIN is [Your GSTIN].

The reasons for this deregistration request are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Additional reasons, if necessary]

I have ensured that all pending returns are filed and all dues are cleared. Kindly process my application 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]