

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

The GST Officer

[Department Name]

[Office Address]

[City, State, ZIP Code]

Subject: Request for GST Reactivation

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request the reactivation of my Goods and Services Tax (GST) registration, which has been suspended/ cancelled as of [date of cancellation]. My GSTIN is [Your GSTIN].

The reason for the cancellation was [briefly explain the reason, if known]. Since then, I have taken appropriate measures to rectify the issues and ensure compliance with GST regulations. [You may summarize the steps taken, if necessary.]

I kindly request you to process my application for reactivation at your earliest convenience. Attached are the relevant documents supporting my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Designation/Position]

[Your Business Name, if applicable]