

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

To,

The GST Officer

[GST Department Address]
[City, State, ZIP Code]

Subject: Application for Reinstatement of GST Registration

Dear Sir/Madam,

I, [Your Name], am writing to request the reinstatement of my Goods and Services Tax (GST) registration, which was cancelled on [Cancellation Date] under GSTIN: [Your GST Number].

The reason for cancellation was [mention reason if known, or state "unknown"]. I have taken the necessary steps to address the issues that led to the cancellation, including [briefly outline what actions you have taken, e.g., filing returns, payment of dues, etc.].

In light of this, I kindly request you to reinstate my GST registration at your earliest convenience to enable me to continue my business operations without further hindrance.

I have attached all relevant documents, including [list any documents you are attaching, e.g., compliance proof, previous GST returns, etc.].

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 Printed Name]
[Your Designation, if applicable]
[Your Business Name, if applicable]