

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Designation]  
[Department/Office Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request the reactivation of my GST number [Your GST Number]. My GST registration has been inactive since [mention the duration], and I would like to take the necessary steps to reactivate it so that I can continue with my business operations without any hindrance. [Include any relevant details regarding your GST registration and the reasons for deactivation, if applicable.]

I would appreciate your guidance on the required steps to proceed with the reactivation. If any documents or information are needed from my side, please let me know, and I will provide them promptly.

Thank you for your assistance. Looking forward to your prompt response!

Best regards,

[Your Name]

[Your Business Name, if applicable]