

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

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

Subject: Request for Reactivation of GST Registration

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 was previously canceled on [mention date of cancellation] under [mention GSTIN]. The cancellation was due to [briefly explain reason for cancellation, e.g., non-filing of returns, closure of business, etc.].

I have taken necessary steps to rectify the issues and have [mention any steps taken, e.g., filed all pending returns, updated information, etc.]. I kindly ask for your consideration to reactivate my GST registration to allow me to resume my business operations.

Attached to this letter are copies of relevant documents supporting my request, including [list documents, such as updated returns, identification, etc.].

I appreciate your assistance in this matter and look forward to your positive response.

Thank you for your attention to this request.

Sincerely,

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