

[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 Reinstatement of GST Number

Dear [Recipient's Name],

I am writing to formally request the reinstatement of my Goods and Services Tax (GST) number, which was recently canceled on [mention date of cancellation]. My GST number is [your GST number].

The cancellation was due to [briefly explain the reason for cancellation, if known]. I have taken the necessary steps to rectify the situation by [mention actions taken to resolve the issue].

I kindly ask for your assistance in reinstating my GST number, as it is essential for my business operations. I have attached all relevant documents to support my request.

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

Sincerely,

[Your Name]  
[Your Business Name]