

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

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for GST Reactivation

Dear [Recipient Name],

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 [mention the reason for deactivation if applicable, e.g., inactive due to non-filing, etc.].

Details of my GST registration are as follows:

- GST Number: [Your GST Number]
- Business Name: [Your Business Name]
- Registered Address: [Your Registered Address]

I have taken the necessary steps to address the issues that led to the deactivation of my GST registration and am committed to complying with all GST regulations moving forward.

I kindly request your assistance in reactivating my GST registration at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]

[Your Business Name, if applicable]