

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Subject: Request for GST Registration Reactivation

Dear [Recipient's Name],

I hope this message finds you well.

We are writing to formally request the reactivation of our Goods and Services Tax (GST) registration, which was previously deactivated due to [reason for deactivation, e.g., non-filing of returns, failure to meet compliance requirements, etc.].

**\*\*Company Details:\*\***

- **\*\*Company Name:\*\*** [Your Company Name]
- **\*\*GST Number:\*\*** [Your GST Number]
- **\*\*Registered Address:\*\*** [Your Registered Address]
- **\*\*Contact Number:\*\*** [Your Contact Number]
- **\*\*Email Address:\*\*** [Your Email Address]

**\*\*Reasons for Reactivation:\*\***

We have taken the necessary steps to address the issues leading to the deactivation, including:

- [Briefly outline steps taken to comply, e.g., filing overdue returns, clearing outstanding dues, etc.]

We kindly request your assistance in reactivating our GST registration at your earliest convenience, as this is crucial for our continued operations and compliance with tax regulations.

Please let us know if you require any additional information or documentation to process our request.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]