

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*To,\*\*  
\*\*[GST Office Name]\*\*  
\*\*[Office Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
Subject: Request for GST Reactivation  
Dear Sir/Madam,  
I am writing to formally request the reactivation of my Goods and Services Tax (GST) registration, which was cancelled on [Date of Cancellation]. My GSTIN is [Your GST Number].  
\*\*Step 1: Reason for Cancellation\*\*  
- Explain the circumstances that led to the cancellation of your GST registration.  
\*\*Step 2: Compliance and Update\*\*  
- State how you have complied with all necessary requirements since the cancellation.  
- Mention any updates to your business or operational activities that justify the reactivation.  
\*\*Step 3: Document Submission\*\*  
- List the documents you are attaching with this letter for your case. (e.g., identity proof, business registration documents, etc.)  
\*\*Step 4: Assurance\*\*  
- Provide assurance that you will fulfill all GST obligations moving forward.  
I kindly request you to consider my application for reactivation and restore my GST registration at your earliest convenience.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Designation] (if applicable)  
[Your Company Name] (if applicable)