

Letter Head of Taxpayer

To

The GST Department,
Ward- <> , Range- <> ,
Department of Trade & Taxes,
Vyapar Bhawan, I P Estate,
New Delhi - 110002

Sub: Application for cancellation of GST registration vide ARN No.

Respected Sir/Madam,

I, <name of authorized person>, <designation> of the business known as M/s <trade name of taxpayer> , R/o <address of authorized person> of holding GST No. <GSTIN> hereby state that:

I have <reason for cancellation of GSTIN> from <date> and had the NIL stock of goods are with me on the said date. Further I declared that I have not any liability of taxes, late fee etc.

I, therefore, apply for cancellation of my registration, as I have discontinued my business, I herewith enclose certified copy of my current bank account closure letter along-with application letter of cancellation of GST registration filed online.

Thanking you,
Yours Faithfully,

(Authorized Signatory)

Date: <date>
Place: <place>