

To,  
The Branch Manager,  
[Bank Name],  
[Branch Name],  
[City/Address].

Date: [Current Date]

**Subject: Request to reactivate dormant account no: [Your Account Number]**

Dear Sir/Madam,

I am holding a savings/current account in your branch with the account number [Your Account Number]. Due to [Reason for inactivity, e.g., being out of town / personal reasons], I have not operated this account for a long period, and it has subsequently been marked as dormant.

I wish to reactivate this account and resume transactions. I am enclosing a copy of my identity and address proof (KYC documents) for your verification records.

I request you to kindly reactivate my account and allow me to perform transactions. I also request you to update my current contact details if necessary:

- Mobile Number: [Your Phone Number]
- Email ID: [Your Email Address]

Thank you for your assistance.

Yours faithfully,

(Signature)  
[Your Full Name]  
[Your Address]

**Enclosures:**

1. Copy of PAN Card/Aadhar Card
2. Address Proof
3. Recent Photograph