

[Your Name/Authorized Signatory Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request to Reactivate Dormant Business Account No: [Account Number]

Dear Sir/Madam,

I am writing to formally request the reactivation of the business bank account held in the name of **[Company Name]**, account number **[Your Account Number]**, at your branch.

The account has become dormant due to [briefly state reason, e.g., lack of transactions over the past year/restructuring of the company]. We now intend to resume regular business operations and utilize this account for our daily financial transactions.

I have enclosed the following documents required for the reactivation process:

- Certified copy of the Board Resolution authorizing the reactivation.
- Updated KYC documents (Identity and Address proof) of the authorized signatories.
- A cheque for [Amount] to be deposited to bring the account into active status.
- [List any other documents required by your specific bank].

Please let us know if there are any additional formalities or forms to be completed. We look forward to your prompt assistance in this matter.

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]
[Company Seal/Stamp]