

[Company Letterhead]

[Date]

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

Subject: Request for Activation of Dormant Corporate Account - Account No: [Account Number]

Dear Sir/Madam,

We are writing to formally request the reactivation of our corporate bank account held at your branch under the name **[Company Name]**, bearing account number **[Account Number]**.

The account has been dormant for some time due to [Reason for inactivity, e.g., internal restructuring / lack of operational transactions]. We now intend to resume regular operations and utilize this account for our business requirements.

To facilitate the activation process, we have enclosed the following documents as per your requirements:

- Certified copy of the Board Resolution authorizing account reactivation.
- Updated KYC documents of the authorized signatories.
- Latest Utility Bill / Proof of Business Address.
- [List any other specific documents required by the bank].

We request you to update our records and inform us once the account is active. Please let us know if any further information or a formal deposit is required to complete this request.

Thank you for your prompt assistance.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Designation/Title]
[Company Seal/Stamp]

Contact Number: [Phone Number]
Email Address: [Email Address]