

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

Date: [Insert Date]

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

Dear Sir/Madam,

I am writing to request the reactivation of my Current Account held with your branch under the account name [Account Holder Name] and account number [Account Number].

This account has been inactive for some time due to [mention reason, e.g., lack of business transactions/relocation]. I now intend to resume operations and use this account for my regular business transactions.

I have enclosed the following documents for your verification and KYC updates:

- Self-attested copy of PAN Card/ID Proof
- Self-attested copy of Address Proof
- A cheque for the deposit of [Amount] to maintain the minimum balance

I request you to kindly activate the account at the earliest to enable me to perform transactions. Please let me know if any further formalities or documents are required.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Full Name]
[Contact Number]
[Email Address]