

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address]

**Subject: Request to Activate Joint Dormant Account No: [Account Number]**

Dear Sir/Madam,

We, the undersigned, hold a joint savings/current account with your branch under the account number **[Account Number]**. This account has become dormant due to a lack of transactions over the past [Number] months/years.

We wish to reactivate this account and resume regular operations. We have attached the required Know Your Customer (KYC) documents, including copies of our ID proofs and address proofs, for your records.

Please let us know if any further formalities or deposits are required to complete the activation process.

Thank you for your assistance.

Sincerely,

**First Account Holder:**

Name: [Full Name]

Signature: \_\_\_\_\_

Phone: [Phone Number]

**Second Account Holder:**

Name: [Full Name]

Signature: \_\_\_\_\_

Phone: [Phone Number]

**Attachments:**

1. Copy of ID Proof (Both holders)
2. Copy of Address Proof (Both holders)
3. Recent Passport Size Photographs (if required)