

Date: [Insert Date]

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

Subject: Request to activate dormant account - Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to request the activation of my savings/current account number [Insert Account Number] held at your branch. This account has been marked as dormant due to a lack of transactions over the past [Insert Period] months/years.

The reason for the inactivity was [mention reason, e.g., living abroad/extended travel]. I now intend to operate this account regularly and request you to restore it to active status.

As I am currently residing outside the country, I am enclosing the following self-attested documents for your KYC (Know Your Customer) verification:

- Copy of Passport (Identity Proof)
- Copy of Visa/Residence Permit
- Foreign Address Proof
- Recent Photograph

Please let me know if there are any further formalities or if I need to make a minimum deposit to facilitate the activation process.

Thank you for your assistance.

Yours faithfully,

[Your Signature]
[Your Full Name]
[Your Foreign Address]
[Your Phone Number with Country Code]
[Your Email Address]