

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

Date: [Current Date]

**Subject: Request for Activation of Dormant Account**

Dear Sir/Madam,

I am writing to request the reactivation of my savings/current account held at your branch. My account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]

The account has become dormant due to [reason for inactivity, e.g., being out of the country / lack of transactions]. I now wish to resume operations and use this account regularly.

I have enclosed copies of my KYC documents (Aadhaar Card, PAN Card, or Passport) for your verification. Please let me know if any further formalities or a minimum deposit are required to complete the activation process.

Thank you for your assistance.

Sincerely,

[Your Signature]

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