

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

Subject: Request for Activation of Dormant Salary Account

Dear Sir/Madam,

I am writing to request the reactivation of my salary savings account held at your branch. Due to [reason for inactivity, e.g., working in a different location/personal reasons], I have not operated this account for a period of [number] months/years, and it has subsequently been marked as dormant.

My account details are as follows:

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

I intend to use this account for receiving my monthly salary and regular transactions moving forward. I have enclosed a copy of my [ID Proof, e.g., PAN Card/Aadhar Card] and a recent salary slip for your records and KYC verification.

Please let me know if there are any further formalities or documents required to complete this process. I request you to activate the account as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Full Name]
[Your Phone Number]
[Date]