

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

**Date:** [Current Date]

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

Dear Sir/Madam,

I am writing to request the activation of my savings account which has become dormant due to lack of transactions for a long period.

My account details are as follows:

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

I wish to operate this account again and I am enclosing copies of my KYC documents (ID proof and Address proof) for verification purposes. I also request you to inform me if any further formalities or deposits are required to restore the active status of the account.

Thank you for your assistance.

Yours sincerely,

[Signature]

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