

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

Date: [Current Date]

Subject: Request for Activation of Dormant Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to request the reactivation of my savings/current account held at your branch under account number [Your Account Number], which has been marked as dormant due to a lack of transactions over the past [Number] months/years.

I would like to resume operations with this account immediately. I have enclosed the necessary KYC (Know Your Customer) documents as required by the bank to verify my identity and address.

Enclosed Documents:

1. Copy of [ID Proof: e.g., Passport/Driver's License]
2. Copy of [Address Proof: e.g., Utility Bill]
3. Recent Photograph

Please let me know if there are any further formalities or if any minimum balance needs to be deposited to make the account active.

Thank you for your assistance.

Sincerely,

[Your Signature]

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