

[Date]

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

Subject: Request for Reactivation 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 the account number **[Your Account Number]**. This account has become dormant due to a lack of transactions over the past [Number] months/years.

I would like to resume operations with this account. As per the bank's KYC (Know Your Customer) requirements, I have enclosed the following documents for your verification:

- Copy of National ID / Passport
- Proof of Address (Utility Bill / Bank Statement)
- Recent Passport-size Photograph
- [Other Required Document]

I request you to update my records and reactivate the account at the earliest. Please let me know if any further formalities or a minimum deposit is required to complete this process.

Thank you for your assistance.

Sincerely,

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