

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Date]

Subject: Instructions for Reactivating Inactive Account Number: [Account Number]

Dear [Customer Name],

Our records indicate that your bank account mentioned above has become inactive due to a lack of transactions over the past [Number] months. To protect your funds, we have temporarily restricted outgoing transactions.

To reactivate your account, please follow the instructions below:

1. **Visit Your Local Branch:** Please visit any branch of [Bank Name] in person.
2. **Submit a Reactivation Form:** Request and complete the "Account Reactivation/KYC Update" form.
3. **Provide Identification:** Bring original copies and photocopies of the following:
 - A valid government-issued photo ID (Passport, Driver's License, or National ID).
 - Proof of current address (Utility bill or bank statement issued within the last 3 months).
4. **Perform a Transaction:** Once the documents are processed, you must make a small deposit or withdrawal to verify the account is active.

If you are unable to visit a branch or have any questions regarding this process, please contact our customer service department at [Phone Number] or email us at [Email Address].

Thank you for choosing [Bank Name].

Sincerely,

[Sender Name]
[Title/Position]
[Bank Name]