

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

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 **[Insert 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 immediately. I have enclosed a self-attested copy of my identity proof and address proof (KYC documents) as per the bank's requirements.

Please let me know if there are any further formalities or if I need to deposit a minimum balance to make the account active again. I request you to process this application at the earliest.

Thank you for your assistance.

Sincerely,

(Signature)
[Your Full Name]

Enclosures:

1. Copy of ID Proof (Aadhar/Passport/Driver's License)
2. Copy of Address Proof
3. Copy of PAN Card