

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

[Date]

[Name of Institution/Company]  
[Department Name, e.g., Legal Department or Compliance Office]  
[Company Address]

**RE: Formal Demand for Account Reinstatement - Account Number: [Account Number]**

To whom it may concern,

I am writing to formally protest the closure of my account, [Account Number], which occurred on [Date of Closure] without prior notice or justifiable cause. To date, I have received no adequate explanation regarding the violation of terms that led to this action.

The sudden closure of this account has caused significant [financial/personal] hardship, including but not limited to: [List specific issues, e.g., blocked access to funds, missed payments, or business interruption].

I hereby demand that you perform the following actions within [Number, e.g., 7 or 10] business days of receipt of this letter:

- Provide a detailed written explanation specifying the exact policy or term of service allegedly violated.
- Immediately reinstate the account and all associated access privileges.
- [Optional: Release all remaining funds currently held in the account via check or wire transfer.]

I have consistently maintained my account in good standing and believe this closure to be an error or an arbitrary decision. If this matter is not resolved to my satisfaction within the timeframe stated above, I reserve the right to pursue further legal action and file formal complaints with the [Name of Regulatory Body, e.g., Consumer Financial Protection Bureau or Better Business Bureau].

I look forward to your prompt response and a swift resolution to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]