

[Date]

[Customer Name]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Response to Inquiry Regarding Reactivation of Corporate Account #[Account Number]

Dear [Contact Person Name],

Thank you for your inquiry dated [Date] regarding the reactivation of the corporate bank account held by [Company Name]. We have reviewed your request and are pleased to provide the necessary requirements to restore the account to active status.

To comply with current regulatory guidelines and our internal security policies, please submit the following documents:

- A formal letter of request for reactivation signed by authorized signatories.
- A certified copy of the Board Resolution authorizing the reactivation.
- Updated Know Your Customer (KYC) documentation for all directors and signatories (Valid IDs and Proof of Address).
- Current Business Registration/Incorporation certificates.
- A minimum deposit of [Currency and Amount] to initialize the account.

Please submit these documents at your earliest convenience to our [Branch Name/Department Name]. Once the documentation is verified, the reactivation process typically takes [Number] business days.

Should you have any further questions, please contact our relationship management team at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Bank Representative]

[Job Title]

[Bank Name]