

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

[Date]

[Bank Name]
[Branch Name]
[Branch Address]

Subject: Appointment Request for Dormant Account Reactivation - Account No: [Your Account Number]

Dear Branch Manager,

I am writing to formally request an appointment to reactivate my bank account, which has recently become dormant due to inactivity. I would like to visit your branch to complete the necessary KYC (Know Your Customer) formalities and submit any required documentation.

I am available to visit the branch on the following preferred dates and times:

- Option 1: [Date] at [Time]
- Option 2: [Date] at [Time]

Please confirm if any of these slots are available, or suggest an alternative time that suits your schedule. Additionally, please let me know if there are specific documents I should bring beyond my national ID and proof of address.

I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]