

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

[Date]

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

Subject: Request for Reactivation of Dormant Account - [Account Number]

To the Branch Manager,

I am writing to formally request the reactivation of my savings/current account number [Insert Account Number], which is currently in a dormant status due to a period of inactivity.

I wish to resume using this account and understand that identity verification is required for this process. To facilitate this, I have enclosed the following self-attested documents for your verification:

- Copy of Government Issued ID (Passport/Driver's License/ID Card)
- Copy of Proof of Address (Utility Bill/Bank Statement)
- Recent Passport-sized Photograph
- [List any other required documents]

Please let me know if there are any further forms to sign or if I am required to visit the branch in person. I would also like to request that any associated debit cards or online banking facilities be restored upon reactivation.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]