

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

[Date]

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

Subject: Request for Dormant Account Reactivation and Signature Update

Dear Branch Manager,

I am writing to request the reactivation of my savings/current account held with your branch. The account details are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]

The account has been dormant for some time due to [Reason for inactivity, e.g., living abroad/personal reasons]. I now intend to operate this account regularly and request you to change the status from dormant to active.

Furthermore, I wish to update my specimen signature in your records. My old signature has changed over time, and I would like to register my new signature to avoid any future transaction discrepancies.

I have enclosed the following documents for your reference:

- Copy of valid ID (Passport/Driver's License)
- Proof of Address
- Recent Photograph

Please let me know if there are any additional forms or procedures required to complete this process. I am ready to visit the branch for physical verification if necessary.

Thank you for your assistance.

Sincerely,

(Old Signature)

[Your Name]

(New Signature)

[Your Name]