

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

[Date]

[Bank Name]
[Department Name, e.g., Account Services]
[Bank Address]
[City, State, Zip Code]

Subject: Follow-Up: Incomplete Reactivation Request for Account #[Your Account Number]

Dear [Contact Person Name or Customer Service Department],

I am writing to follow up on my previous inquiry dated [Date of original inquiry] regarding the reactivation of my dormant account, number [Your Account Number].

I understand that my previous submission was considered incomplete. According to your records, the following items or information are still required to finalize the reactivation process:

- [List missing item 1, e.g., Copy of valid ID]
- [List missing item 2, e.g., Updated proof of address]
- [List missing item 3, e.g., Signed reactivation form]

Please find the requested documents attached to this letter to complete my application. I would like to restore this account to active status as soon as possible.

Could you please confirm receipt of these documents and provide an estimated timeline for when the account will be fully functional? If any further action is required on my part, please notify me immediately via phone or email.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]