

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[City, State, Zip Code]

Subject: Joint Request for Reactivation of Dormant Account No: [Insert Account Number]

Dear Sir/Madam,

We, the undersigned, are the joint holders of the savings/current account number [Insert Account Number] maintained at your [Insert Branch Name] branch.

We wish to inform you that the aforementioned account has become dormant due to a lack of transactions over the past [Insert Period, e.g., two years]. We now wish to reactivate this account and resume regular operations.

We confirm that there has been no change in our residential addresses or signatures. However, for your records, we have enclosed self-attested copies of our identification and address proofs (KYC documents).

We request you to kindly reactivate the account and inform us once the process is complete. We are also enclosing a deposit of [Insert Amount] to initiate the first transaction as per bank policy.

Thank you for your assistance.

Sincerely,

First Account Holder:

Name: [Insert Name]

Phone: [Insert Phone Number]

Signature: _____

Second Account Holder:

Name: [Insert Name]

Phone: [Insert Phone Number]

Signature: _____

Enclosures:

1. Copy of ID Proof (Aadhaar/Passport/Voter ID)
2. Copy of Address Proof
3. Recent Photographs