

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Pending Dormant Account Reactivation

Dear [Customer Name],

We are writing to acknowledge receipt of your request to reactivate your dormant account, account number ending in [Last 4 Digits of Account Number].

This letter is to inform you that your reactivation request is currently **Pending**. Our team is in the process of reviewing the documentation provided and verifying the account details.

Current Status Details:

- **Application Reference:** [Reference Number]
- **Reason for Pending Status:** [Verification in Progress / Missing Document: Name of Document / Further Review Required]

Next Steps:

[Action required from customer, e.g., "No action is required from you at this time" OR "Please provide a valid government-issued ID to complete the process"].

We expect to provide a final update on your account status within [Number] business days. Once the process is complete, you will receive a confirmation notice, and full access to your account features will be restored.

If you have any questions regarding this notification, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for your patience and for choosing [Bank/Institution Name].

Sincerely,

[Authorized Signatory Name]

[Department Name]

[Bank/Institution Name]