

[Bank/Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Response to Inquiry Regarding Dormant Account Reactivation

Dear [Customer Name],

Thank you for contacting us regarding the reactivation of your dormant account, account number ending in [Last 4 Digits of Account Number].

To reactivate your account and restore full access to your funds, please complete the following steps:

- **Verification:** Visit any local branch with a valid government-issued photo ID (Passport, Driver's License, or National ID).
- **Documentation:** Complete and sign the enclosed Reactivation Form.
- **Transaction:** Perform a deposit or withdrawal of at least [Minimum Amount] to demonstrate active use.
- **Update Information:** Confirm or update your current residential address and contact details.

Please note that if an account remains dormant for an extended period, it may be subject to state escheatment laws, which require us to transfer unclaimed property to the government. We recommend completing the reactivation process by [Deadline Date] to avoid this.

If you have any questions or require further assistance, please call our customer service team at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Signature]
[Title/Position]
[Bank/Institution Name]