

[Your Name/Authorized Signatory Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Request for Reactivation of Dormant Business Account and Signatory Update

Dear [Bank Manager Name or Account Officer],

I am writing to formally request the reactivation of our business bank account, which is currently in a dormant status. The details of the account are as follows:

- **Account Name:** [Full Registered Business Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Checking/Savings/Current]

The account has been inactive due to [Brief reason, e.g., internal restructuring / temporary cessation of project operations]. We now intend to resume regular transactions using this account.

In addition to the reactivation, I wish to confirm/update the authorized signatories for this account. Please find the details of the authorized signatory(ies) below:

Signatory 1: [Full Name] - [Position]

Signatory 2: [Full Name] - [Position]

Enclosed with this letter are the following documents required for the reactivation process:

- Certified copy of Board Resolution / Mandate authorizing reactivation.
- Valid Government-issued IDs of the signatories.
- Proof of Address (Utility bill or Business Lease).
- [List any other bank-specific required documents].

Please let us know if there are any outstanding fees or additional forms required to complete this process. We look forward to your prompt assistance in restoring this account to active status.

Sincerely,

[Signature]

[Printed Name]

[Title/Designation]

[Company Stamp/Seal]