

[Date]

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

Subject: Instructions for Reactivating Your Account - [Account Number]

Dear [Customer Name],

We received your request to reactivate your account with [Company Name]. Your account is currently marked as inactive, but we are happy to assist you in restoring your access. To reactivate your account, please follow the steps below:

Step 1: Verify Your Identity

Please provide a clear copy of a government-issued photo ID (Driver's License or Passport) to verify ownership of the account.

Step 2: Update Your Information

Log in to our secure portal at [Website URL] using your previous credentials. You will be prompted to update your contact information and set a new password.

Step 3: Clear Outstanding Balances

If there are any unpaid fees associated with this account, they must be settled before full access is granted. You can view your balance in the "Billing" section of your profile.

Step 4: Confirmation

Once you have completed the steps above, please reply to this email or click the "Submit for Review" button on our website. Our team will review your account within [Number] business days.

If you did not request this reactivation or if you have any questions, please contact our support team immediately at [Phone Number] or [Support Email].

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department Name]
[Company Name]