

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Financial Institution Name]
[Department Name, e.g., Customer Service/Dormant Accounts]
[Institution Address]
[City, State, Zip Code]

Subject: Request for Reactivation of Dormant Account - Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request the reactivation of my dormant account held with your institution. My account details are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Account Type:** [e.g., Savings, Checking, Money Market]

I understand that the account has been classified as dormant due to a period of inactivity. I would like to resume using this account immediately. To verify my identity and comply with your reactivation requirements, I have enclosed copies of the following documents:

- [e.g., Valid Government-Issued Photo ID / Passport]
- [e.g., Recent Utility Bill or Proof of Address]
- [e.g., Completed Account Reactivation Form, if applicable]

Please let me know if there are any further forms to sign or if an initial deposit is required to change the account status back to active. If you require any additional information, please contact me at [Your Phone Number].

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature (if sending by mail)]
[Your Printed Name]