

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

[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Name/Address]

Subject: Request to Reactivate Dormant Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to request the reactivation of my savings/current account held at your branch under the account number **[Insert Account Number]**. This account has been inactive for some time and has consequently been marked as dormant.

I would like to resume operations on this account immediately. I have enclosed a copy of my identity proof and address proof as per the current KYC requirements to facilitate this process.

Please let me know if there are any further formalities or forms I need to complete. I also request you to inform me if there are any pending charges or if a minimum deposit is required to make the account active again.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Copy of ID Proof (e.g., Passport/Driver's License)
2. Copy of Address Proof
3. [Any other required documents]