

[Current Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Renewal of Dormant Application - [Application Reference Number]

Dear [Applicant Name],

Our records indicate that your application for [Type of Registration/Membership] has been in a dormant status since [Date of Last Activity].

We are contacting you to determine if you wish to maintain your registration in our active database. If you would like to renew your application, please complete the following steps by [Deadline Date]:

- Confirm your current contact information.
- Submit any updated documentation required: [List specific documents if applicable].
- Pay the renewal/reactivation fee of [Amount], if applicable.

If we do not hear from you by [Deadline Date], your application will be formally withdrawn, and your file will be closed. Should you wish to apply again in the future, a new application process may be required.

You can renew your status by visiting [Website Link] or by contacting our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Organization Name]