

Account Restoration Application

Date: [Insert Date]

To,
[Recipient's Name]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the restoration of my account with [Company/Organization Name]. My account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Email Address Associated with the Account: [Your Email]

Due to [briefly explain reason for account suspension, if applicable], my account has been suspended. I sincerely apologize for any inconvenience this may have caused and am willing to rectify the situation as per your guidelines.

I kindly ask for your assistance in restoring my account at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]