

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my intent to reactivate my old account with [Company Name]. My account details are as follows:

Account Number: [Your Account Number]

Account Holder Name: [Your Name]

Due to [explain reason for deactivation if applicable], my account has remained inactive for some time. I am now interested in re-engaging with your services and would appreciate guidance on the steps required to reactivate my account.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]