

Reactivation Inquiry for Dormant Account

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To Whom It May Concern,

I am writing to inquire about the reactivation of my dormant financial account with your institution. The account details are as follows:

Account Name: [Account Name]

Account Number: [Account Number]

Type of Account: [Type of Account]

Due to [brief explanation of inactivity, e.g., personal reasons, relocation, etc.], I have not utilized this account for a considerable time. I would like to reactivate it and ensure that my funds and account information are secure.

I kindly request your assistance in this matter and any steps I need to follow to reactivate my account. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]