

Request for Re-establishing Access to Dormant Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the re-establishment of access to my dormant account with your institution. The account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Account Type: [e.g., Savings, Checking]

Due to [brief explanation of why the account became dormant, e.g., "an extended period of inactivity"], I have been unable to access my account. I would like to reinstate my account and resume normal operations.

Please let me know the necessary steps I need to take to reactivate my account, and if any additional documentation is required. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request. I look forward to your reply.

Sincerely,

[Your Name]