

Dormant Account Reactivation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank/Company Name]

[Address of the Bank/Company]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Person's Name],

I am writing to request the reactivation of my dormant account with the account number [Insert Account Number]. I understand that my account has been inactive for an extended period and would like to resume its use.

Please let me know the necessary steps I need to take to reactivate my account. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]