

Request to Unfreeze Dormant Account

Date: [Insert Date]

To,

The Branch Manager,
[Bank Name],
[Branch Address],
[City, State, Zip Code]

Subject: Request for Unfreezing of Dormant Account

Dear Sir/Madam,

I am writing to request the unfreezing of my dormant account with your bank. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Saving/Current]

Due to [brief reason for dormancy, e.g., "personal reasons" or "lack of transactions"], my account has been classified as dormant. I wish to reactivate it and continue using the services offered by your bank.

Kindly let me know the necessary steps I need to undertake to facilitate the unfreezing process. I am willing to visit the branch if required and provide any additional information needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]