

Request for Access to Non-Active Account

Your Name: **[Your Name]**

Your Address: **[Your Address]**

Your Email: **[Your Email]**

Your Phone Number: **[Your Phone Number]**

Date: **[Date]**

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request access to my non-active account with [Company/Organization Name]. My account details are as follows:

Account Name: **[Your Account Name]**

Account Number: **[Your Account Number]**

Email Associated with Account: **[Your Email Associated with Account]**

Due to [brief explanation of reason for inactivity, e.g., "a long absence"] I have been unable to access my account. I would greatly appreciate your assistance in reactivating my access so I can manage my account effectively.

If you require any further information to verify my identity or facilitate this process, please do not hesitate to reach out to me using the contact details provided above.

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

Sincerely,
[Your Name]