

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the reactivation of my account, which was closed on [Insert Closure Date]. My account number is [Insert Account Number].

Due to [briefly explain reason for closure, if applicable], I was unable to maintain my account. However, I am now in a position to reactivate it and continue my relationship with [Company Name]. I kindly ask you to reconsider my request and provide guidance on the reactivation process.

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

Sincerely,

[Your Name]