

Customer Request Letter for Activation of Inoperative/Dormant Account

To,  
The Branch Manager,  
\_\_\_\_\_ Branch,  
PDCCB.

Date:

Subject: Reactivation of Savings/Current Bank Account Number:  
\_\_\_\_\_ (Bank Account Number)

Sir/Madam.,

I have a Savings/Current Account in your Branch. My Account Number:  
\_\_\_\_\_ is dormant/inoperative as I have not performed any transaction through this account since long time. Please reactivate my Account to enable me to perform day to day transactions in the above said account.

Along with this Application, I am attaching the Proof of Identity, Proof of Address and Specimen signature. Kindly process my account reactivation request as soon as possible.

Regards,

(Signature of the customer)

\_\_\_\_\_ (Your Full Name exactly as in Bank Records)

\_\_\_\_\_ (Your Account Number)