**To Place:**  
The Branch Manager, Date:  
Bank  name,  
Address.

Sub: Account reactivation letter.

Dear Sir/Madam,

I am **[your name],** holding a savings bank account with a/c no. **[XXXXXXXXX]** at **[bank name]**.  The account was opened by my company, but after leaving the job I didn’t make any financial transactions for the last \_\_ years through this account.

Now I realized that my account has become dormant and I want to reactivate it so that I can use your banking services.

Therefore I request you to kindly reactivate my account and please find the enclosed KYC documents such as my Aadhar and PAN copies with this letter.

I shall be obliged to you in this matter.

Thanking you.

Sincerely,  
Your name.