**­To Date:**  
The Branch Manager,  
Bank Name,  
Address.

Sub: Dormant account activation application for A/C no. [XXXXXXXXXX].

Dear Sir/Madam,

I, **[your name]** request you to please reactivate my dormant bank account of a/c no. **[XXXXXXXXX]**. The account has become dormant because I have been out of station for the last \_\_ years.

As I returned now, I want to reactivate my account so that I can use this account for my financial transactions. Therefore please reactivate it.

Kindly find enclosed copies of my KYC (Aadhar & PAN copies).

Thanking you.

Sincerely,  
Your name.