**To Place:**  
The Bank Manager, Date:  
State Bank of India,  
Address.

Sub: Dormant account activation application.

Dear Sir/Madam,

My name is **[your name]** account holder of your bank with savings bank a/c no  **[XXXXXXXXX]**.  I have been out of station for the last \_\_ years so that I couldn’t use my bank account.

But recently I found out that my account has become inactive, but I would like to reactivate it.

Therefore I request you to please activate my bank account so that I can avail your banking services.

Thanking you.

Sincerely,  
Your name.