

Request letter format for dormant account activation

Date: _____

To,

The Branch Manager,
Kerala Gramin Bank,
_____ Branch

Subject: Request for Activation of my Dormant Account

Dear Sir / Madam,

My below mentioned account is in dormant/inactive status. Please activate my account based on the documents enclosed.

Account Number: _____

Reason for no operations in the account: _____

Please tick as applicable:

1. Enclosed: A self-attested copy of ID Proof (*mandatory)
2. Enclosed: A cheque for Rs _____/- drawn on _____ Bank to be deposited in dormant account
3. Cash for _____/- deposited in my dormant account

Signature of the account holder

Terms & Conditions:

- Account will be activated after one working day.
- If cheque or cash is not deposited into the account, then any one financial transaction is mandatory for activation of account.

Signature of the account holder