

Bank Account Activation Applications

1. Activation of Dormant Account Due to Prolonged Inactivity

Subject: Request for Activation of Dormant Savings/Current Account

Dear Sir/Madam,

I request the reactivation of my Savings/Current Account, which has become dormant due to no transactions for an extended period. The account details are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]

The account has been inactive for [specify duration, e.g., 6–12 months] with no deposits, withdrawals, or other financial activities, leading to its dormant status. Enclosed are the required documents to facilitate reactivation:

1. Copy of CNIC/Passport
2. Proof of Address (e.g., utility bill)
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

Please reactivate the account and restore all associated services, such as [Specify, e.g., online banking, debit card]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

2. Activation of Salary Account Due to Non-Crediting of Salary

Subject: Request for Activation of Deactivated Salary Account

Dear Sir/Madam,

I request the reactivation of my Salary Account, which was deactivated due to the absence of salary credits for an extended period. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Employer's Name:** [Employer's Name, if applicable]

The account became inactive as my salary was not credited, possibly due to a job change or salary transfer to another bank. Enclosed are the necessary documents:

1. Copy of CNIC/Passport
2. Proof of Address
3. Employer's letter confirming salary credit resumption (if applicable)
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please reactivate the account with facilities such as [Specify, e.g., debit card, online banking]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation in processing this request.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

3. Activation of Student/Minor Account Due to Inactivity

Subject: Request for Activation of Inactive Student/Minor Account

Dear Sir/Madam,

I request the reactivation of my Student/Minor Account, which has become inactive due to non-usage. The account details are:

1. **Account Holder Name:** [Minor's Full Name]
2. **Account Number:** [Your Account Number]
3. **Guardian's Name (if applicable):** [Guardian's Full Name]
4. **Branch Name:** [Branch Name and Address]

The account has not been used for an extended period, leading to its inactive status. Enclosed are the required documents:

1. Copy of CNIC/Passport (of minor or guardian)
2. Proof of Address
3. Birth Certificate of Minor (if applicable)
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please reactivate the account and ensure continued access to services such as [Specify, e.g., savings benefits, debit card]. Kindly confirm the activation via email to [Your/Guardian's Email Address] or at [Your/Guardian's Contact Number].

Thank you for your assistance.

Yours sincerely,

[Your Full Name/Guardian's Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

4. Activation of Account Due to Blocked ATM/Debit Card

Subject: Request for Account Activation Following Blocked ATM/Debit Card

Dear Sir/Madam,

I am writing to request the reactivation of my account, which was temporarily suspended due to a blocked ATM/Debit Card caused by incorrect PIN attempts or other issues. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Card Number (last four digits):** [XXXX]

Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Proof of Address
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

If necessary, please reactivate my account and issue a new ATM/Debit Card with associated services such as [Specify, e.g., online banking]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

5. Activation of Account Due to Incomplete KYC Documentation

Subject: Request for Account Activation Upon Submission of KYC Documents

Dear Sir/Madam,

I request the reactivation of my account, which was frozen due to incomplete Know Your Customer (KYC) documentation. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]

The account was deactivated as I could not provide updated KYC documents earlier. Enclosed are the updated documents:

1. Copy of CNIC/Passport
2. Proof of Address (e.g., utility bill)
3. Recent passport-sized photographs
4. [Any other documents as per bank requirements]

Please reactivate the account and restore all services, such as [Specify, e.g., online banking, debit card]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

6. Activation of Account Blocked Due to Suspicious Activity

Subject: Request for Account Activation After Resolving Suspicious Activity

Dear Sir/Madam,

I request the reactivation of my account, which was temporarily blocked due to suspected suspicious activity or compliance issues. The account details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]

I have addressed the concerns raised by the bank regarding the suspicious activity. Enclosed are the supporting documents:

1. Copy of CNIC/Passport
2. Proof of Address
3. An explanation letter or supporting documents for the suspicious activity
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please reactivate the account and restore services such as [Specify, e.g., online banking, debit card]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

Thank you for your assistance in resolving this matter.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

7. Activation of Account After Legal/Inheritance Case

Subject: Request for Account Activation by Legal Heir/Nominee

Dear Sir/Madam,

I request the reactivation of an account that was blocked following the account holder's demise. As the legal heir/nominee, I am entitled to operate the account. The details are:

1. **Deceased Account Holder Name:** [Full Name of Deceased]
2. **Account Number:** [Your Account Number]
3. **Account Type:** [Savings/Current]
4. **Branch Name:** [Branch Name and Address]
5. **Nominee/Legal Heir Name:** [Your Full Name]
6. **Relationship to Deceased:** [e.g., Spouse, Child]

The account was frozen due to the holder's passing, and I have now completed the necessary legal formalities. Enclosed are the required documents:

1. Death Certificate of the deceased account holder
2. Copy of CNIC/Passport of the nominee/legal heir
3. Legal Heir Certificate/Succession Certificate
4. Proof of Address
5. Recent passport-sized photographs
6. [Any other documents as per bank requirements]

Please reactivate the account in my Name and restore services such as [Specify, e.g., online banking, debit card]. Kindly confirm the activation via email to [Your Email Address] or at [Your Contact Number].

I appreciate your support during this process.

Yours sincerely,

[Your Full Name]

[Your Signature, if submitting in hard copy]

[Your Contact Information]

[Date: August 18, 2025]

8. Activation of Business Account Due to Inactivity

Subject: Request for Activation of Dormant Business Current Account

Dear Sir/Madam,

Our organization requests the reactivation of our Current Account, which has become dormant due to prolonged inactivity. The account details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Branch Name:** [Branch Name and Address]
4. **Authorized Signatory:** [Full Name and Designation]

The account has not been used for [specify duration, e.g., 6–12 months], resulting in its dormant status. Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Business Registration Certificate
3. Proof of Address for the business
4. Recent passport-sized photographs of the authorized signatory
5. [Any other documents as per bank requirements]

Please reactivate the account and restore services such as [Specify, e.g., online banking, cheque book]. Kindly confirm the activation via email to [Business Email Address] or at [Business Contact Number].

Yours faithfully,

[Full Name of Authorized Signatory]

[Designation]

[Signature of Authorized Signatory]

[Company Stamp, if applicable]

[Date: August 18, 2025]

9. Activation of Account Linked to Overdraft/Loan Facility

Subject: Request for Activation of Overdraft/Loan-Linked Account

Dear Sir/Madam,

I/we request the reactivation of our account linked to an overdraft or loan facility, which was suspended due to settlement or non-use. The account details are:

1. **Account Holder/Business Name:** [Your Name/Business Name]
2. **Account Number:** [Your Account Number]
3. **Linked Facility:** [e.g., Overdraft/Loan Account No. XXXXX]
4. **Branch Name:** [Branch Name and Address]

The account was deactivated following the settlement of the linked Facility or due to prolonged inactivity. Enclosed are the required documents:

1. Copy of CNIC/Passport of the account holder/authorized signatory
2. Proof of Address
3. Loan/Overdraft settlement confirmation (if applicable)
4. Recent passport-sized photographs
5. [Any other documents as per bank requirements]

Please reactivate the account and restore linked services. Kindly confirm the activation via email to [Your/Business Email Address] or at [Your/Business Contact Number].

Thank you for your prompt assistance.

Yours sincerely,

[Your Full Name/Authorized Signatory]

[Designation, if applicable]

[Signature, if submitting in hard copy]

[Company Stamp, if applicable]

[Date: August 18, 2025]