

Date:

To,
The Manager
Shree Investment and Finance Co.Ltd
..... Branch

Subject: Activation of dormant Account

Dear sir/Madam,

I would like to request you to please make activate of my saving/recurring account which is in dormant status.
I am enclosing the list of document on the basis of which the account can be reactivated.
The account Number is

Please do the needful and reactivate the account at the earliest

Thanking you,
Yours Sincerely,

.....

Name:

Documents enclosed:

1. Copy of ID Proof (Citizenship or driving license or Passport)
2. Two recent Passport Size photos.