

Date.....

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

Subject: Activation of dormant Account

Dear Sir/Madam,
I/We would like to request you to please activate my/our account which is in dormant status.

I/We am/are enclosing the list of documents on the basis of which the account can be reactivated.

The account Number is :

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Please do the needful and reactivate the account at the earliest.

Thanking you,
Yours Sincerely,

.....
.....

Signature

Name of the Company:

Company Seal

.....Office Use Only.....

KYC Update: ☐ Already Updated ☐ Recently Updated
☐ Not Updated ☐ Other.....

Latest Tax Clearance Certificate : Yes ☐ No ☐

Latest Audit Report : Yes ☐ No ☐

Renewed Document (if applicable)

.....

Entered By

Verified By

Approved By

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