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 of my/our account which is in dormant status.
I am/We are enclosing the list of documents 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,

.....

Signature:

Name:

Documents enclosed:
1. Copy of ID Proof (National ID/Citizenship)
2. A recent Passport Size photo.

Office Use Only
KYC Update status: ☐ Already Updated ☐ Recently Updated
☐ Not Updated ☐ Other .....

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Entered By Verified By Approved By