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

Please do the needful and reactivate the account at the earliest.
Thanking you,
Yours Sincerely,

....

Signature Company Seal

Name of the Company :

Office Use Only

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

Latest Tax Clearance Certificate ☐

Latest Audit Report ☐

Renewed Document (if applicable) ☐

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Entered By Verified By Approved By