To:   
  
The Branch Manager,  
ABC Bank, D-branch  
Chicago, Illinois   
  
From:  
Michael Johns

Bank Account Number: 1111-2222-3333-4444

Main Boulevard,   
House 34, Chicago, Illinois  
111-22332333

3rd March 2020  
  
Dear Sir / Madam,   
  
I am Michael Johns and I opened an account in your bank in 2019. My bank account number is 1111-2222-3333-4444.

You are requested to kindly reactivate my account 1111-2222-3333-4444. I have not been using this account for the past year and yesterday I tried to make a transaction, but unfortunately, I was not able to make it.   
  
I have attached the required documents and my old checkbook along with this letter.   
  
Let me know if you need any further support for the renewal of my ATM cards as well. I will highly appreciate it if you could give me a new User ID for accessing internet banking.  
  
Looking forward to your kind assistant on this matter.  
  
Regards  
  
Michael Johns