

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the activation of my account with [Company Name].

My account details are as follows:

- \*\*Account Holder Name:\*\* [Your Name]
- \*\*Account Number:\*\* [Your Account Number]
- \*\*Email Address Associated with the Account:\*\* [Your Email Address]

I would appreciate your assistance in activating my account at your earliest convenience. If you need any additional information or documentation from my side, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]