

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Request for Activation of Savings Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the activation of my savings account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Account Opening: [Date]

I kindly ask you to process this request at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]