

[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 Reinstatement of Zero Balance Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the reinstatement of my zero balance account with your bank, previously held under my name, [Your Account Number].

Due to [brief explanation of circumstances, e.g., "recent financial difficulties"], I was unable to maintain activity in my account, leading to its current status. I appreciate the services your bank provides and would like to continue maintaining my account with you.

I kindly ask you to review my request and consider reinstating my account to its original zero balance status. I am eager to resume my banking activities and ensure compliance with any applicable terms and conditions.

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

Sincerely,

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