

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

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Re: Reinstatement Request for Policy Number: [Your Policy Number]

Dear Customer Service Department,

I am writing to formally request the reinstatement of my renters insurance policy, which was recently cancelled due to [reason for cancellation, e.g., non-payment].

I value the protection your company provides and would like to maintain my coverage. Enclosed with this letter, please find [mention payment method, e.g., a check or confirmation of online payment] in the amount of \$[Amount], which covers the outstanding balance and any applicable reinstatement fees.

I confirm that there have been no losses or claims during the period the policy was inactive, from [Cancellation Date] to the present date.

Please let me know if any additional documentation or information is required to process this reinstatement. I look forward to receiving written confirmation that my policy is active again.

Sincerely,

[Your Signature]

[Your Printed Name]