

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

To the Reinstatement 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 coverage provided by [Insurance Company Name] and would like to ensure there is no further lapse in protection for my personal property and liability. [Optional: Briefly explain the circumstances and how they have been resolved, e.g., I have updated my payment method to prevent future issues].

Enclosed/Attached is the payment in the amount of \$[Amount] to cover the outstanding balance and any required reinstatement fees. Please let me know if any additional documentation or information is required to process this request.

I look forward to receiving written confirmation that my policy is active and back in good standing.

Sincerely,

[Your Signature]

[Your Printed Name]