

**Date:** [Current Date]

**To:** [Underwriting Department / Insurance Carrier Name]

**From:** [Agency Name]

**Subject:** Reinstatement Request for Umbrella Policy #[Policy Number]

Dear Underwriter,

We are formally requesting the reinstatement of the above-referenced Umbrella Insurance policy for our mutual client, [Insured Name]. This policy was recently cancelled due to [Reason for Cancellation, e.g., Non-payment of premium / Missing underwriting information].

Please find the following items enclosed/attached to facilitate this request:

- A signed Statement of No Loss covering the period from [Cancellation Date] to [Current Date].
- The outstanding premium payment in the amount of \$[Amount].
- [Any additional required documents, e.g., Updated underlying policy declarations].

The insured understands that coverage is not bound until written confirmation of reinstatement is received from your office. We appreciate your prompt review of this request.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]