

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

[Date]

[Insurance Company Name]
[Attn: Billing/Underwriting Department]
[Insurance Company Address]
[City, State, Zip Code]

Re: Request for Reinstatement of Flood Insurance Policy

Policy Number: [Your Policy Number]

Property Address: [Insured Property Address]

Dear Customer Service Department,

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

The lapse in payment was unintentional and occurred because [briefly state reason, e.g., mailing error/automatic payment failure]. I value this coverage and wish to ensure my property remains protected without any further gaps.

Enclosed with this letter, please find [mention payment method, e.g., a check for the full premium amount / a copy of the electronic payment confirmation] in the amount of \$[Amount] to bring the account current.

I understand that a signed "Statement of No Loss" may be required to process this reinstatement. [Choose one: I have enclosed a signed statement confirming no flood damage occurred during the lapse period / Please inform me if you require a specific form to be signed].

Please confirm in writing once the policy has been reinstated and provide an updated declarations page for my records. If you require any additional information, please contact me at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]