

[Company Letterhead]

[Current Date]

[Recipient Name]

[Recipient Title/Department]

[Regulatory Agency or Institution Name]

[Address Line 1]

[Address Line 2]

RE: Formal Request for Reinstatement of Good Standing

Dear [Recipient Name],

This letter serves as a formal request to reinstate the Certificate of Good Standing for [Full Legal Company Name], [Entity Type], registered under [Registration/Tax ID Number].

The company fell out of good standing on [Date] due to [Reason for Lapse, e.g., failure to file annual report / non-payment of franchise taxes].

We wish to confirm that the Board of Directors and Officers have taken the following corrective actions:

- Filed all delinquent annual reports and disclosure statements.
- Paid all outstanding fees, penalties, and interest totaling \$[Amount].
- Updated the current registry of Officers and Directors as follows: [List Name and Titles].

Attached to this letter are the supporting documents, including the proof of payment and the most recent filings. We request that the status of the corporation and its officers be updated to "Active" and "In Good Standing" immediately.

Please notify us once the reinstatement is processed or if further documentation is required. You may contact [Name of Contact Person] at [Phone Number] or [Email Address] for any queries.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., CEO or Corporate Secretary]

[Company Name]