

**[Company Name]**  
[Company Address]  
[City, State, Zip Code]  
[Date]

**To: [Recipient Name/Stakeholders/Regulatory Body]**  
[Address, if applicable]

**Subject: Notice of Reinstatement of Directors and Officers**

Dear [Recipient Name],

This letter serves as formal notice that the following individuals have been officially reinstated to their respective positions as Directors and Officers of [Company Name], effective as of [Effective Date].

The reinstated individuals and their titles are as follows:

- [Name], [Title/Office]
- [Name], [Title/Office]
- [Name], [Title/Office]

Following a review by the Board of Directors on [Date of Resolution], it was determined that all conditions for reinstatement have been met. Consequently, the individuals listed above are authorized to resume all duties, responsibilities, and authorities associated with their positions as outlined in the company bylaws.

All previous suspensions or limitations regarding their roles are hereby rescinded.

Please update your records accordingly. Should you have any questions regarding this reinstatement, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Signing Authority]  
[Title, e.g., Chairman of the Board / Corporate Secretary]  
[Company Name]