

[Current Date]

[Surety Company Name]
[Surety Company Address]
[City, State, Zip Code]

RE: Request for Reinstatement of Commercial Surety Bond

Bond Number: [Insert Bond Number]

Principal: [Your Company/Business Name]

Obligee: [Agency or Entity Requiring the Bond]

To Whom It May Concern,

This letter serves as a formal request to reinstate the above-referenced commercial surety bond, which was cancelled or lapsed on [Cancellation Date].

The reason for the previous [cancellation/non-renewal] was due to [briefly state reason, e.g., administrative oversight, missed premium payment, or temporary business suspension]. We have since addressed this issue by [briefly state corrective action, e.g., enclosing the past-due premium or updating financial records].

We confirm that no claims have been made against this bond during the period it was inactive, and we are not aware of any pending circumstances that would result in a claim. We understand that reinstatement is subject to the review and approval of the Surety Company.

Please find the following documents attached to support this request:

- [List Item 1, e.g., Reinstatement Premium Payment]
- [List Item 2, e.g., Current Financial Statement]
- [List Item 3, e.g., Signed Reinstatement Questionnaire]

Please provide a formal Reinstatement Notice or a new Bond Rider once this request has been processed. We request that a copy of the reinstatement also be sent directly to the Obligee.

Thank you for your assistance in this matter. If you require further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]
[Company Name]