

[Current Date]

[Principal Name]

[Principal Address]

[City, State, Zip Code]

RE: Conditional Reinstatement of Bond No. [Bond Number]

Dear [Contact Name],

We are writing to acknowledge your request to reinstate the above-referenced surety bond, which was previously cancelled on [Date of Cancellation].

The Surety is willing to reinstate this bond, subject to the fulfillment of the following conditions by [Deadline Date]:

- Payment of the outstanding premium in the amount of \$[Amount].
- Submission of a signed and notarized [Document Name, e.g., Financial Statement].
- [Additional Condition, if applicable].

Please be advised that this letter does not constitute a formal reinstatement. The bond remains in a cancelled status until all conditions listed above are met and you receive written confirmation of reinstatement from the Surety. Failure to meet these conditions by the deadline will result in the permanent closure of this bond file.

If you have any questions regarding these requirements, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Name of Surety Company]

[Title]

cc: [Obligee Name]