

[Date]

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

RE: Request for Bond Reinstatement

Principal Name: [Your Name or Business Name]

Bond Number: [Your Bond Number]

Effective Date of Cancellation: [Date]

To Whom It May Concern,

I am writing to formally request the reinstatement of the above-referenced contractor surety bond. This bond was recently [cancelled/marked for non-renewal] due to [state reason, e.g., missed premium payment, failure to submit paperwork].

I have addressed the cause of the cancellation by [state action taken, e.g., enclosing the full premium payment, submitting the required financial statements]. I have also attached all necessary documentation required to bring the bond into good standing.

Please issue a Reinstatement Notice or a new Bond Power of Attorney as soon as possible and forward a copy to the [Name of State/Local Licensing Board] to ensure there is no lapse in my licensing requirements.

Please confirm receipt of this request and advise if any further information is needed to complete the reinstatement process.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]