

[Current Date]

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

**RE: Request for Reinstatement of Surety Bond**

**Bond Number:** [Insert Bond Number]  
**Principal Name:** [Insert Business/Your Name]  
**Bond Type:** [Insert License or Permit Type]  
**Obligee:** [Insert Government Agency/Entity Name]

To Whom It May Concern,

I am writing to formally request the reinstatement of the above-referenced surety bond, which was cancelled or lapsed on [Date of Cancellation/Expiration].

The reason for the previous lapse was [Briefly state reason, e.g., administrative oversight / missed premium payment]. We have since corrected this issue and have enclosed the following documentation to facilitate the reinstatement process:

- [Full payment of past due premium / Renewal premium]
- [Signed Reinstatement Questionnaire, if applicable]
- [Updated Financial Statements, if requested]

Please issue a Reinstatement Notice or a new Power of Attorney as soon as possible and forward a copy to the Obligee ([Name of Agency]) to ensure our business license remains in good standing.

Thank you for your prompt attention to this matter. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]