

[Date]

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

RE: Reinstatement of Payment and Performance Bond

Bond Number: [Insert Bond Number]

Principal: [Insert Contractor/Company Name]

Obligee: [Insert Owner/Client Name]

Project: [Insert Project Name/Description]

To Whom It May Concern,

This letter serves as a formal request to reinstate the above-referenced Payment and Performance Bond, which was previously [cancelled/notified for non-renewal] effective [Insert Date].

The reason for the requested reinstatement is [Briefly state reason, e.g., payment of overdue premium / resolution of underwriting requirements]. We confirm that there have been no known claims, notices of default, or material changes to the scope of the project since the date of cancellation.

Attached please find the following documentation required for reinstatement:

- [Document 1: e.g., Proof of Premium Payment]
- [Document 2: e.g., Updated Financial Statement]
- [Document 3: e.g., Status of Project Report]

We request that a formal Reinstatement Notice or All-Clear Letter be issued to the Obligee as soon as possible to ensure there is no lapse in bonded coverage for the project.

Please contact me at [Phone Number] or [Email Address] if you require any further information to process this request.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]