

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Surety Company Name]

[Surety Company Address]

[City, State, Zip Code]

RE: Reinstatement of Surety Bond

Bond Number: [Insert Bond Number]

Principal Name: [Insert Principal Name]

Bond Amount: [Insert Bond Amount]

To Whom It May Concern,

This letter is a formal request to reinstate the above-referenced surety bond, which was recently cancelled or set to expire due to non-payment of the renewal premium.

We are pleased to inform you that the full premium payment in the amount of \$[Insert Amount] has been processed via [Payment Method: Check/Credit Card/Wire Transfer] on [Date]. Please find the proof of payment attached to this correspondence.

We kindly request that you issue a Reinstatement Notice or a Rescission of Cancellation to the Obligee, [Name of Obligee/State Agency], to ensure there is no lapse in coverage. Once the reinstatement has been processed, please provide us with a formal confirmation and a copy of the updated bond documents for our records.

Thank you for your prompt attention to this matter. Should you require any further information, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]