

[Principal Name / Company Name]  
[Principal Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

RE: Request for Reinstatement of Surety Bond

Bond Number: [Insert Bond Number]  
Bond Amount: [Insert Bond Amount]  
Obligee: [Insert Name of Entity Requiring the Bond]

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 [Cancellation Date] due to [Reason for Cancellation, e.g., non-payment of premium / missing paperwork].

We have addressed the cause of the cancellation by [describe corrective action, e.g., enclosing the full premium payment / submitting the required documents]. It is our intent to maintain this bond in good standing to comply with the requirements set forth by the Obligee.

Please review our request and provide a Reinstatement Notice or a new General Purpose Rider as soon as possible. If there are any additional forms or fees required to process this reinstatement, please notify us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]