

[Current Date]

[Insurance Company/Surety Name]

[Address Line 1]

[City, State, Zip Code]

RE: Request for Reinstatement of Surety Bond

Bond Number: [Insert Bond Number]

Principal Name: [Insert Name of Person or Business]

Obligee: [Insert Agency or 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 [Insert Cancellation Date].

The reason for the lapse was [Insert brief reason, e.g., non-payment of premium / missing documentation]. This issue has now been resolved as follows:

- [Details of action taken, e.g., Payment of premium in the amount of \$XXX.XX]
- [Details of action taken, e.g., Submission of required financial statements]

We kindly request that you issue a Reinstatement Notice or a new Bond Power of Attorney to the Obligee to ensure there is no further gap in coverage. Please let us know if any additional forms or signatures are required to finalize this request.

Thank you for your prompt attention to this matter. We look forward to receiving confirmation of the reinstatement.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]

[Email Address]