

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Policy Department Address]
[City, State, Zip Code]

RE: Request for Policy Reinstatement

Policy Number: [Your Policy Number]

Property Address: [Insured Property Address]

To the Underwriting Department,

I am writing to formally request the reinstatement of the property insurance policy referenced above, which was cancelled on [Date of Cancellation] due to [Reason for Cancellation, e.g., non-payment].

I wish to maintain my coverage with [Insurance Company Name]. I have enclosed the required premium payment of \$[Amount] to bring the account current. Furthermore, I have taken the following steps to ensure future payments are made on time: [e.g., set up automatic bank drafts].

Please review this application for reinstatement at your earliest convenience. I confirm that there have been no losses or claims at the insured property during the lapse period between [Date of Cancellation] and the current date.

Please notify me in writing once the policy has been successfully reinstated. If you require any additional documentation or a formal inspection of the property, please contact me directly.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]