

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Lender/Service Name]
[Lender/Service Address]
[Loan Number]

URGENT: FORMAL REQUEST FOR REINSTATEMENT AMOUNT

Dear Customer Service Department,

I am writing to formally request an official reinstatement quote for the above-referenced mortgage loan. My forbearance period is ending on [Forbearance End Date], and I intend to bring the account current immediately.

Please provide a written statement that includes the following information:

- The exact total amount required to reinstate the loan.
- An itemized breakdown of all past-due principal, interest, taxes, and insurance (PITI).
- A detailed list of any late fees, legal fees, or inspection fees incurred during the forbearance period.
- Instructions for the accepted methods of payment (e.g., wire transfer, certified check).
- The "good through" date for the quoted reinstatement amount.

Time is of the essence as I wish to avoid any further delinquency reporting or the initiation of foreclosure proceedings. Please provide this information via [email/fax/mail] no later than [Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]