

[Company Name]  
[Department]  
[Street Address]  
[City, State, Zip Code]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**RE: Offer to Reinstate Account Agreement - Account Number: [Account Number]**

Dear [Customer Name],

Our records indicate that your account agreement was recently terminated due to [Reason for Termination, e.g., non-payment/inactivity]. We value your previous relationship with [Company Name] and would like to offer you the opportunity to reinstate your account.

To accept this reinstatement offer, the following requirements must be met by [Expiration Date]:

- Payment of the outstanding balance of \$[Amount].
- Payment of a reinstatement fee of \$[Amount].
- Update of any expired contact or billing information.
- [Additional Requirement, if any]

Upon receipt of the items listed above, your account will be restored to active status under the terms and conditions of the original agreement, including any updates previously communicated.

This offer is valid until [Offer Expiration Date]. After this date, you may be required to submit a new application subject to current terms and credit approval.

To proceed with this reinstatement, please contact our department at [Phone Number] or log in to your account at [Website URL].

We look forward to resuming our business relationship with you.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]