

[Date]

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

Subject: Reinstatement Offer for Account Number: [Account Number]

Dear [Customer Name],

Our records indicate that the previous payment arrangement established on [Date] has been broken due to a missed payment on [Missed Payment Date]. As a result, your account is currently at risk of [Action, e.g., service disconnection/legal action].

We value our relationship with you and would like to offer a one-time opportunity to reinstate your commitment and bring your account back into good standing. To prevent further action, please fulfill the following requirements:

- **Immediate Payment:** Submit a payment of \$[Amount] by [Deadline Date].
- **Future Installments:** Agree to the revised payment schedule of \$[Amount] per month, starting on [Start Date].

By fulfilling this reinstatement offer, we will waive any late fees associated with the recent breach and stop all pending collection activities. Please note that failure to meet this new deadline will result in the immediate cancellation of this offer and the full balance becoming due.

To accept this offer or to discuss your options, please contact our billing department at [Phone Number] or visit our online portal at [Website URL].

Sincerely,

[Your Name/Department Name]  
[Company Name]