

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Account/Agreement Number: [Insert Number]

RE: OFFER TO REINSTATE DEFAULTED AGREEMENT

Dear [Recipient Name],

Our records indicate that your agreement dated [Original Agreement Date] is currently in default due to [Reason for Default, e.g., non-payment]. As of [Current Date], the total outstanding balance is \$[Total Amount].

We value our relationship and would like to offer you the opportunity to reinstate your agreement and resume your original terms. To reinstate the agreement, the following conditions must be met:

- **Past Due Payment:** A payment of \$[Amount] must be received by [Deadline Date].
- **Late Fees:** Payment of accrued late fees totaling \$[Amount].
- **Reinstatement Fee:** A one-time administrative fee of \$[Amount].

The total amount required for immediate reinstatement is **\$[Total Reinstatement Amount]**.

Upon receipt of this total amount by the deadline specified above, your account will be returned to "Good Standing," and the original terms of your agreement will resume. Failure to meet these conditions by [Deadline Date] may result in further collection actions or the permanent termination of the agreement.

Please contact our office at [Phone Number] or [Email Address] to confirm your intent to reinstate or to discuss payment options.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]