

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

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

Re: Reinstatement of Payment Arrangement - Account Number: [Account Number]

Dear [Customer Name],

Our records indicate that your previous payment arrangement for your outstanding balance of \$[Total Balance Owed] was recently cancelled due to [Reason for Cancellation, e.g., missed payment].

We value our relationship with you and would like to offer an opportunity to reinstate your payment plan to help you bring your account back into good standing. To reinstate your arrangement, we require the following:

- A reinstatement payment of \$[Amount] to be received by [Date].
- Agreement to the resumed monthly installment of \$[Monthly Amount] starting on [Next Due Date].

By accepting this offer and making the initial payment, we will stop any further collection activities or late fees associated with this delinquency. Please note that failure to meet these terms will result in the permanent cancellation of this offer and the full balance becoming due immediately.

To accept this offer, please contact our billing department at [Phone Number] or make your payment via [Payment Method/Website].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]