

[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]

Subject: Offer to Reinstate Your Payment Plan - Account #[Account Number]

Dear [Customer Name],

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

We value our relationship with you and would like to offer you the opportunity to reinstate your payment plan to help you manage your balance and avoid further collection actions or credit reporting impact.

Reinstatement Requirements:

- A one-time reinstatement fee of \$[Fee Amount] (if applicable).
- A catch-up payment of \$[Amount] to be paid by [Date].
- Future monthly installments of \$[Monthly Amount] starting on [Start Date].

To accept this offer and reinstate your account, please contact our billing department at [Phone Number] or log in to your account at [Website URL] by [Offer Expiration Date].

If we do not hear from you by [Offer Expiration Date], we may be forced to refer your account to an external collection agency.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]