

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Offer to Reinstate Voided Arrangement

Dear [Recipient Name],

Following the recent cancellation of your [Type of Arrangement/Plan, e.g., Payment Plan/Service Agreement] dated [Original Void Date], we are pleased to offer you the opportunity to reinstate this arrangement.

To reinstate your account and maintain your original terms, please fulfill the following requirements by [Deadline Date]:

- Pay the outstanding balance of \$[Amount].
- Provide [Any Required Documentation, if applicable].
- Sign and return the attached Reinstatement Form.

Please note that if the requirements listed above are not met by the specified date, this offer will expire, and the arrangement will remain voided. This may result in [Consequences, e.g., full balance becoming due/termination of services].

If you have any questions regarding this reinstatement offer, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]