

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Offer for Reinstatement of Account #[Account Number]**

Dear [Customer Name],

Our records indicate that your account, which was previously restructured under a renegotiated payment plan, is currently delinquent. As of [Date], your past due balance is \$[Amount].

We value our relationship with you and would like to offer you the opportunity to reinstate your account and return to good standing. To accept this reinstatement offer, please complete the following requirements by [Deadline Date]:

- Submit a one-time catch-up payment of \$[Amount].
- Provide updated contact information if any changes have occurred.
- [Optional: Additional Requirement]

Upon receipt and verification of the payment above, we will restore your account status and continue with the terms of your renegotiated agreement. Please note that failure to meet these requirements by the deadline may result in the permanent cancellation of your payment plan and further collection actions.

Payments can be made via [Payment Method/Portal Link] or by calling [Phone Number].

If you have already sent your payment or have any questions regarding this offer, please contact our account management team at [Phone Number] or [Email Address].

Sincerely,

[Name/Department]

[Company Name]