

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

[Date]

[Insurance Company Name]
[Billing/Underwriting Department]
[Company Address]
[City, State, Zip Code]

RE: Request for Policy Reinstatement

Policy Number: [Your Policy Number]

Property Address: [Insured Property Address]

To whom it may concern,

I am writing to formally request the reinstatement of my homeowners insurance policy, which recently lapsed due to non-payment on [Date of Lapse].

I understand that I am currently within the allowed grace period. Enclosed with this letter, please find the full payment of \$[Amount] to cover the past-due premium and any applicable late fees. I am making this payment to ensure there is no gap in coverage for my property.

Please confirm in writing that my policy has been reinstated and is back in good standing. If additional forms or a statement of "no loss" are required to finalize this reinstatement, please let me know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]