

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

[Date]

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

RE: Request for Reinstatement of Policy #[Your Policy Number]

Dear [Contact Person Name or Billing Department],

I am writing to formally request the reinstatement of my homeowners insurance policy, which was recently cancelled effective [Date of Cancellation] due to [Reason for Cancellation, e.g., non-payment].

I value the coverage provided by [Insurance Company Name] and would like to maintain my protection. I have enclosed [or "already paid online"] the full outstanding balance of \$[Amount] to bring my account up to date.

I understand that a lapse in coverage may have occurred. I kindly ask that you review my request and reinstate the policy without a break in coverage if possible. Please let me know if there are any additional forms or inspections required to finalize this reinstatement.

Thank you for your time and assistance in this matter. I look forward to receiving confirmation that my policy is active.

Sincerely,

[Your Signature]

[Your Printed Name]