[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance 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 the above-referenced insurance policy, which recently lapsed due to a failure in the escrow payment process from my mortgage lender.

The lapse occurred because [Briefly state reason, e.g., a change in mortgage servicer / a processing error by the bank]. I have addressed this issue with my lender to ensure all future premiums are paid on time from my escrow account.

Enclosed with this letter, please find:

- Payment in the amount of $[Amount] to cover the past-due premium.
- A signed Statement of No Loss (if required by your company).

Please confirm in writing once the policy has been reinstated. Please also send a copy of the reinstatement notice to my mortgage lender, [Lender Name], at [Lender Address/Email].

Thank you for your prompt attention to this matter. If you require any further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]