

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address
City, State Zip Code

Re:
Account No.

Dear :

Enclosed herewith please find the Reinstatement Agreement which has been signed by

.

If you have any questions or if I can be of assistance, please do not hesitate to call.

Sincerely,

BY:

/
Enclosure