

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

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Reinstatement - Name.

Dear Name:

Enclosed herewith please find a Certificate of Reinstatement for Name.

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

Sincerely,

Name

BY:

Name

/  
Enclosure