

# Service Reinstatement Request

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

[Service Provider's Name]  
[Service Provider's Address]  
[City, State, ZIP Code]

Dear [Service Provider's Contact Person],

I hope this message finds you well. I am writing to formally request the reinstatement of my service account ([Account Number]) following the recent settlement of my outstanding dues. I have attached the proof of payment for your reference.

Due to [brief explanation of circumstances], I was unable to meet my financial obligations on time. However, I have resolved the matter and would like to continue enjoying your services.

Thank you for your consideration, and I look forward to your prompt response regarding the reinstatement of my account.

Sincerely,  
[Your Name]