

Terms of Business - Reinstatement After Suspension (Professional)

Subject: Service Reinstatement - Updated Terms of Business

Dear [Client Name],

Thank you for addressing the outstanding issues that led to suspension of services on [date]. We are pleased to offer reinstatement under updated terms.

REINSTATEMENT CONDITIONS

To restore services, the following conditions must be met:

1. IMMEDIATE PAYMENT

Full payment of [amount] covering all arrears, suspension period charges, and reinstatement fees.

2. MODIFIED PAYMENT TERMS

Going forward: Payment in advance / Reduced payment terms from [X] to [Y] days / Bank guarantee or deposit of [amount]

3. ENHANCED MONITORING

Your account will be subject to weekly review for [period]. Any payment delay exceeding [days] will result in immediate suspension without further notice.

4. COMPLIANCE REQUIREMENTS

Monthly documentation submissions / Regular account reviews / [Other specific requirements]

REVISED FEE STRUCTURE

Reinstatement fee: [amount] (one-time)

Monthly service fee: [amount] (unchanged)

Deposit/Guarantee: [amount] (refundable after [period] of satisfactory compliance)

PROBATIONARY PERIOD

These modified terms apply for [number] months. Upon successful completion, we will review returning to standard terms.

ACCEPTANCE

Please confirm acceptance by [date] and arrange payment to proceed with reinstatement. Services

will resume within [timeframe] of receiving cleared payment.

We value the opportunity to continue our relationship under these revised terms and look forward to rebuilding trust through successful collaboration.

Please contact [name] at [contact] to proceed.

Yours sincerely,

[Name]

[Title]

[Company Name]

[Date]

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