

Request for Reinstatement after Academic Dismissal

Date: [Insert Date]

Office of Academic Records
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Academic Dean's Name],

I hope this letter finds you well. I am writing to formally request my reinstatement to [University Name] following my recent academic dismissal.

My name is [Your Full Name], and I was enrolled in the [Your Program] program during the [Specify Semester/Year]. Unfortunately, due to [briefly explain reason for academic struggles], I was unable to meet the required academic standards.

Since my dismissal, I have taken significant steps toward addressing the challenges I faced, including [mention any actions taken such as counseling, study skills courses, or part-time work related to your field]. I am committed to improving my academic performance and am eager to return to my studies with renewed focus and dedication.

I sincerely believe that with the support and resources from [University Name], I can succeed academically and contribute positively to the university community. I would be grateful for the opportunity to discuss my situation in further detail and present my plan for academic success.

Thank you for considering my request. I look forward to the possibility of reinstatement and appreciate your support during this challenging time.

Sincerely,

[Your Full Name]
[Your Student ID]
[Your Contact Information]