

# Service Resumption Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the resumption of services at [Your Institution] following the recent [reason for service suspension]. We believe that reinstating services is vital for our academic community and for the continued support of our students.

Please let us know the necessary steps and any documentation required to facilitate this process. We are committed to ensuring a smooth transition and compliance with any guidelines set forth.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]