

College Re-Admission Request

Date: [Insert Date]

Office of Admissions

[College Name]

[College Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request re-admission to [College Name] as a transfer student for the [insert semester/year] semester. I was previously enrolled in the [insert program/major] but had to withdraw due to [brief explanation of circumstances, e.g., personal, financial, or academic reasons].

Since my departure, I have taken substantial steps to address the issues that led to my withdrawal, including [mention any relevant courses, employment, or personal development undertaken]. I am now committed to continuing my education and ensuring success in my studies.

Enclosed with this letter, you will find my application form, along with any required documentation, including [mention any relevant transcripts, letters of recommendation, or other necessary documents]. I am eager to contribute positively to the [College Name] community and take full advantage of the academic opportunities provided.

Thank you for considering my request for re-admission. I look forward to the possibility of returning to [College Name] and continuing my educational journey. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Address]

[City, State, Zip Code]