

# Request for Re-Admission

Date: [Insert Date]

[College Name]

[Office of Admissions]

[College Address]

Dear [Admissions Committee/Specific Person's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to formally request re-admission to [Program Name/College Name] for the upcoming [Semester/Year]. I was previously enrolled during [Previous Enrollment Period], but due to [brief explanation of circumstances, e.g., personal challenges, health issues], I was unable to maintain the required academic standards.

During my time away from college, I have taken significant steps towards personal and academic improvement by [describe any relevant activities, courses, or personal development undertaken during the time away]. These experiences have strengthened my resolve and clarified my academic and career goals.

I am fully committed to regaining my academic standing and contributing positively to the [College Name] community. I sincerely believe that my previous experiences, coupled with the lessons learned during my time away, will enable me to succeed and make meaningful contributions to the college.

Thank you for considering my request for re-admission. I am hopeful for the opportunity to continue my education at [College Name]. I am more than willing to provide any further information or documentation that may assist in the decision-making process.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Information]