

Letter of Request for Re-admission

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[College/University Name]

[Department Name]

[College Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request re-admission to [College/University Name] for the [specific program name] program after my recent change in academic direction.

During my previous enrollment, I realized that my passion and career goals align more closely with [details about the new program]. I believe that returning to the college under this new program will greatly enhance my educational experience and career prospects.

I have taken the time to reflect on my academic journey and have outlined a plan to ensure my success upon re-admission. I am committed to fully engaging in the coursework and contributing positively to the campus community.

I kindly ask you to consider my request for re-admission. I am keen to provide any further information that may assist in this process. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]