

Request for Readmission

Applicant Name: [Your Name]

Applicant ID: [Your Student ID]

Date: [Date]

Office of Admissions

[Community College Name]

[College Address]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to formally request readmission to [Community College Name] for the [upcoming semester/year]. I previously attended the college from [start date] to [end date] but had to withdraw due to [brief explanation of circumstances].

During my time away, I have taken the opportunity to [mention any relevant experiences or personal growth]. I am eager to return and continue my education in [your chosen program or major]. I believe that my experiences have better prepared me for success in my studies.

I understand the importance of maintaining academic standards and am committed to fully engaging in my studies and campus life. I respectfully ask for your consideration in allowing me to return to [Community College Name].

Thank you for your time and consideration. I look forward to the possibility of rejoining the [Community College Name] community.

Sincerely,

[Your Name]

[Your Contact Information]