

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[University/Institution Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the restart of my BTech program at [University/Institution Name].

Due to [brief explanation of circumstances leading to program interruption], I was unable to continue my studies and would like to resume my education in the next academic term. I am committed to completing my degree and believe that my previous experiences will enhance my contributions to the program.

Please let me know the steps I need to take to facilitate my re-enrollment and if there are any forms or additional documents required. I appreciate your assistance in this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Student ID or Enrollment Number if applicable]