

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request re-enrollment in the [Name of Educational Program] at [Institution Name]. I was previously enrolled in [Year/Term] but had to [briefly explain reason for leaving, e.g., withdraw due to personal circumstances, health issues, etc.].

I have taken the necessary steps to ensure that I am now prepared to resume my studies. [Briefly explain any relevant experiences, improvements, or circumstances that support your request for re-enrollment.]

I am fully committed to completing my degree and am eager to rejoin my peers and continue my education. I truly value the opportunities provided by [Institution Name] and believe that I can contribute positively to the program.

Thank you for considering my request. I look forward to the possibility of re-enrolling and would be grateful for any guidance you can provide on the next steps.

Sincerely,  
[Your Name]