

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

To,

The Principal

[School/College Name]
[School/College Address]
[City, State, ZIP Code]

Subject: Application for Re-admission

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request re-admission to [Class/Grade/Program Name] for the academic year [Year/Session].

Due to [briefly state the reason for leaving, e.g., medical issues, family problems, etc.], I was unable to continue my education during the previous academic year. I have now addressed these issues and am eager to resume my studies.

I kindly request your consideration of my application and hope to continue my education at [School/College Name]. Please find attached the necessary documents for your reference.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Signature (if submitting in hard copy)]

[Your Name]

[Your Roll Number/Registration Number]