

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

Admissions Office  
Northern Virginia Community College  
[Campus Address]  
[City, State, Zip Code]

Dear Admissions Committee,  
Subject: Request for Reinstatement

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request reinstatement to Northern Virginia Community College for the [specify term, e.g., Fall 2023] semester. My student ID is [Your Student ID].

I was previously enrolled in the [specific program, e.g., Associate of Arts in Liberal Arts] but was unable to maintain my enrollment due to [briefly explain the reason, e.g., personal circumstances, health issues, etc.]. I understand the importance of adhering to academic standards, and I take full responsibility for my previous circumstances.

Since my last enrollment, I have taken significant steps to address the challenges I faced, including [mention any relevant actions, e.g., seeking counseling, improving time management skills, or completing relevant coursework]. I am now fully committed to my education and prepared to meet the rigorous demands of my academic program.

I am particularly interested in [mention any specific goals or courses you wish to take], and I believe that rejoining the NVCC community will provide me with the resources and support I need to succeed.

Attached are the necessary documents to support my reinstatement request, including [list any included documents, such as transcripts, letters of recommendation, etc.].

Thank you for considering my request. I look forward to the opportunity to contribute positively to the NVCC community once again.

Sincerely,  
[Your Signature (if submitting in hard copy)]  
[Your Printed Name]