

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request reinstatement to my previous position as [Job Title] at [Company's Name]. After [brief explanation of time away, e.g., "taking time to address personal matters"], I have come to realize how much I valued my role at [Company's Name] and the contributions I made to the team.

I am eager to bring my skills and experience back to [Company's Name], and I believe I can continue to contribute positively to the team.

Thank you for considering my request. I look forward to the opportunity to discuss my reinstatement further.

Sincerely,
[Your Name]