

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

Dear [Hiring Manager's Name],

I am writing to express my interest in reapplying for the [Job Title] position at [Company Name], which I previously held. After taking time to [briefly explain reason for leaving, if appropriate, e.g., pursue further education, personal reasons], I am eager to return to the team that I greatly value and respect.

During my previous tenure at [Company Name], I had the opportunity to [mention specific achievements or contributions]. I believe that my experience and understanding of the company culture position me well to contribute effectively from day one.

Since my departure, I have [mention any relevant experience gained or skills developed], which has further prepared me to excel in this role and bring even greater value to the team. I am particularly drawn to [mention any recent developments at the company or projects that interest you], and I am excited about the possibility of contributing to these initiatives.

I would appreciate the opportunity to discuss my application further and explore how I can once again be a part of [Company Name]. Thank you for considering my letter of intent. I look forward to the possibility of reconnecting.

Sincerely,
[Your Name]