

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

Admission Office

[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

Subject: Request for Reinstatement of Admission

I hope this letter finds you well. My name is [Your Name], and I was initially admitted to [University Name] for the [Specify Program, e.g., Bachelor of Arts in Psychology] for the [Term/Year, e.g., Fall 202X] semester. Unfortunately, due to [briefly explain the reason for your initial withdrawal, e.g., personal challenges, health issues], I was unable to enroll.

I am writing to formally request the reinstatement of my admission for the upcoming [Specify Term/Year, e.g., Fall 2023] semester. I have taken the necessary steps to address my previous challenges by [mention any improvements or steps taken, e.g., attending workshops, seeking counseling, improving academics].

I remain deeply committed to pursuing my education at [University Name] and am eager to contribute to the campus community in meaningful ways. I believe that my experiences over the past months have prepared me to succeed in this academic journey.

Thank you for considering my request. I appreciate your understanding and support, and I look forward to the opportunity to join [University Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]