

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

Dear [Principal's Name/Admissions Officer's Name],

Subject: Request for Re-enrollment

I hope this letter finds you well. I am writing to formally request re-enrollment at [School Name] for the [specify academic year/semester, e.g., 2023-2024 academic year].

[Briefly explain your reasons for re-enrollment, such as personal circumstances, previous experience at the school, or other relevant details.]

I appreciate the quality education and support I received during my previous time at [School Name], and I am eager to continue my studies and contribute positively to the school community.

Enclosed are any necessary documents, including [list documents, if required, such as transcripts, recommendation letters, or financial information].

Thank you for considering my request. I look forward to the opportunity to return to [School Name]. Please feel free to contact me at [your phone number or email] if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]