

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University Name]
[Office of Student Services / Appropriate Department]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. My name is [Your Name], and I am a former student at [University Name] with student ID [Your Student ID]. I am writing to formally request the reinstatement of my login access to the university's online portal.

Due to [briefly explain reason for loss of access, e.g., academic suspension, personal circumstances], I was unable to maintain my enrollment. However, I have since [explain any steps taken to address the situation, e.g., completed necessary coursework, resolved personal issues] and am eager to continue my education at [University Name].

I kindly ask for your assistance in reinstating my access so that I can [explain what you need access for, e.g., register for classes, access course materials]. I understand the importance of adhering to university policies and assure you of my commitment to my academic responsibilities moving forward.

Thank you for considering my request. I appreciate your time and assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Student ID]