

PERSONAL STATEMENT SAMPLE LETTER

Name
Address
City, State Zip

Date

Dear Committee on Academic Reinstatement members:

Introduce yourself and explain why you are writing this letter.

I am requesting reinstatement for the _____ term. *Explain the circumstances of how you became academically dismissed.*

The steps I am going to take or have taken to assure successful academic progress in the future:
Examples...

- 1. Cut back on my work hours so that I may have more time to study.*
- 2. Obtain a tutor for the classes I find difficult. I have made myself familiar with the tutoring center on campus.*
- 3. Meet with each of my instructors and talk with them about what they believe will make me a better student in their class.*
- 4. Go to the scheduled office hours of each instructor when I am having difficulty with the class material.*
- 5. Develop a relationship with other students to form study groups.*
- 6. Go to class on time, as scheduled.*

I am also providing under separate cover, an academic plan discussed together with my advisor. We both feel this will enable me to succeed now and in future semesters.

Summarize why this is important to you and your future ambitions. Repeat necessary points, if needed.

Thank you for your time.

Sincerely,

Your Name