

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Request for Re-admittance to College/University

Dear :

I began my educational career at {Name of College/University} in {date}. The experience and knowledge that I gained in and out of the classroom of {Name of College/University} have been priceless and monumental. {Name of College/University} surpassed my expectations of what a college could provide. Unfortunately, I had difficulty balancing the workload of college with the newfound responsibility of being an adult. Consequently, my academic records gauge my performance as being unsatisfactory and inadequate of being a student at {Name of College/University}.

I am writing to request re-admittance to {Name of College/University}. During my absence from {Name of College/University}, I have realized the worth of an education and am now prepared for the work required to obtain such an education.

If you have any questions, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

N A M E