

Letter requesting reinstatement

[Education](#)



**ASSIGN
BUSTER**

My circumstances have changed for the better, as the doctors have cleared my son of his concussion and he will be attending normal school hours.

There will not be any more demands of me during the day and I will be able to dedicate my time to my studies from now on. Therefore, I will be able to attend all my classes in the future and I request you to kindly consider my application for reinstatement to the university from the Summer Semester 2015. I am fully aware of the requirements involved and I will certainly be able to attend classes and fulfill my duties as a student.

Thank you for taking the time to consider my request. I can be reached on [phone number] or [your email id]. I hope to receive a positive reply.

Sincerely,

Signature of the student

Print your name here

List of enclosures, if any (e. g. an application form)