

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Organization Name]
[Office/Department, if applicable]
[Address]
[City, State, ZIP Code]

Subject: Request for Reinstatement

Dear [Recipient Name],

I am writing to formally request reinstatement to [program/position/organization], from which I was previously separated on [date]. I understand the circumstances that led to my separation, and I have taken steps to address the issues involved.

[Briefly explain the situation and actions taken to resolve the issues. Maintain a respectful and positive tone.]

I am committed to contributing positively should I be allowed to return. I respectfully ask you to consider my request for reinstatement.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Enclosures, if any]