

Medical Leave Application

[Recipient's Name]

[Recipient's Title]

[Name of School/College]

[School/College Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Readmission

I hope this letter finds you well. I am writing to formally request readmission to [Name of School/College] for the [upcoming semester/academic year]. I was previously enrolled in [Program/Department] from [start date] to [end date], but had to withdraw due to [brief explanation of the reason for withdrawal, e.g., personal, medical, financial issues].

During my time away from [Name of School/College], I have taken significant steps to address the issues that necessitated my withdrawal. [Provide a brief summary of what you have done to resolve the issues, such as undergoing medical treatment, gaining financial stability, or managing personal circumstances]. I am now in a much better position to resume my studies and am committed to completing my education successfully.

My experience at [Name of School/College] was deeply enriching, both academically and personally. I am particularly passionate about [specific aspects of your program or field of study], and I firmly believe that returning to [Name of School/College] will enable me to continue my academic journey and achieve my long-term goals.

I have attached all required documentation to support my application for readmission, including [list of attached documents, such as medical records, financial statements, letters of recommendation, etc.]. I am prepared to provide any additional information or attend an interview if necessary.

Thank you for considering my application. I am eagerly looking forward to the opportunity to return to [Name of School/College] and contribute positively to the school/college community. Please feel free to contact me at [phone number] or [email address] if you need any further information.

Sincerely,

[Your Name]

Tips for Writing an Effective Readmission Application:

1. **Be Honest and Concise:** Clearly explain why you had to leave and what has changed since.
2. **Provide Evidence:** Attach relevant documents to support your case.
3. **Show Commitment:** Demonstrate your eagerness to return and complete your studies.
4. **Proofread:** Ensure your application is free from grammatical errors and typos.
5. **Follow Instructions:** Adhere to any specific guidelines provided by the institution for readmission applications.