

Requisition Letter for Re-Admission After Absence

Subject: Request for Re-Admission of My Child

Dear Principal,

I am writing to request re-admission for my child, [Child's Full Name], into [Class/Grade]. Due to unavoidable personal circumstances, we had to withdraw temporarily from the school. We now wish to have our child re-enrolled to continue their studies.

We deeply value the quality education and care your institution provides, and my child is eager to resume learning in the same familiar environment. Please inform us about the re-admission process and any formalities required.

Thank you for considering our request.

Yours faithfully,

[Your Name]

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