November 19, 2010

Prof. Albus Cohen

London University

London, WC3E 7HU

Dear Mr. Cohen,

Warm greetings!

I am Rhoda Crossick, a previous student of your university.  Last year, I enrolled in an Associate Degree in Communications and finished attending classes for the first semester.  Unfortunately, I suffered from a car accident before the start of the second semester and I was no longer to attend classes.  I was also not able to inform the university of my condition.

I hope to continue studying in the university but have decided to take a different course.  I want to inquire the procedure I need to follow to be able to go back to school.  Will I undergo the same procedure as a new applicant or do I need to write a letter to my previous college?

It would be a pleasure for me to be able to continue my studies in the university as it is reputed to be one of the best.  Should I need to be reached, you can contact me at 020 7799 6236.

Thank you.

Respectfully,

Ms. Rhonda Crossick