

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

Subject: Request to Reactivate Application for [Position Title]

Dear [Recipient Name],

I am writing to formally request the reactivation of my job application for the [Position Title] position, which I previously applied for on [Original Application Date].

At the time of my initial application, [Briefly state reason for withdrawal or lapse, e.g., I was unable to proceed due to personal circumstances / I accepted another temporary project]. However, I remain highly interested in joining [Company Name] and am now fully available to dedicate myself to this role.

Since my last application, I have [Optional: Mention one brief update, e.g., gained further experience in X / completed a certification in Y] which I believe further qualifies me for this position. I have attached my updated resume for your review.

Thank you for your time and for considering my request. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,

[Your Signature]

[Your Printed Name]