

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to sincerely apologize for [briefly explain the incident or behavior].

I understand that my actions may have caused [mention any consequences or feelings impacted], and I take full responsibility for my behavior. I recognize the importance of [mention school values, rules, or harmony] and assure you that it was not my intention to [explain any adverse impact your actions may have had].

I have reflected on the situation and am committed to making amends. I am willing to [mention any actions you plan to take to rectify the situation or improve].

Thank you for your understanding, and I appreciate your guidance in helping me learn from this experience.

Sincerely,

[Your Name]
[Your Grade/Class]