

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to sincerely apologize for [briefly explain what you did wrong, e.g., not completing my assignment on time, being disruptive in class, etc.]. I understand that my actions were inappropriate and may have disrupted the learning environment.

I take full responsibility for my behavior, and I regret any inconvenience it may have caused you and my classmates. I have reflected on the situation and learned from my mistakes. Moving forward, I am committed to [mention any steps you will take to improve, e.g., managing my time better, being more attentive in class, etc.].

Thank you for your understanding and for your continued support. I appreciate your guidance and hope to make amends.

Sincerely,

[Your Name]
[Your Grade/Class]