

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

The Principal

[School Name]  
[School Address]  
[City, State, ZIP Code]

Subject: Apology Letter

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to sincerely apologize for [briefly explain the incident or reason for the apology, e.g., missing an exam, inappropriate behavior, etc.].

I understand the importance of [mention the consequences or significance of your actions and how they affect the school, classmates, etc.], and I deeply regret any disruption or inconvenience my actions may have caused. I assure you that I have reflected on my actions and will take steps to ensure this does not happen again. I appreciate your understanding and support during this time.

Thank you for considering my apology.

Sincerely,

[Your Name]  
[Your Class/Grade]  
[Roll Number]