

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and take full accountability for my actions related to my struggles with kleptomania. I understand that my behavior has caused harm to [specific person, organization, or community] and I sincerely apologize for my actions.

I am committed to seeking help and working through my challenges. I recognize the impact of my behavior, and I am taking the necessary steps to prevent it from happening again, including [mention any actions taken, such as seeking therapy, attending support groups, etc.].

I appreciate your understanding and support during this difficult time, and I am dedicated to making amends in any way possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]