

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

[Recipient Name]  
[Recipient Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address an academic mistake that occurred regarding [specific assignment/exam/course name] on [date of incident].

Upon reviewing my work and the feedback received, I realized that [briefly describe the nature of the mistake, e.g., submitting the wrong assignment, misinterpreting a question, etc.]. This mistake was unintentional, and I take full responsibility for it.

I understand the implications this may have on my academic standing and would like to explain the circumstances surrounding the error. [Provide brief details about the circumstances, such as misunderstanding instructions, personal challenges, or other relevant factors].

I sincerely apologize for any disruption this may have caused and appreciate any guidance you can provide regarding how to rectify the situation. I am committed to learning from this experience and ensuring it does not happen again in the future.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Department]