

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for [briefly explain the situation or incident that occurred, e.g., missing the PTE exam, or any rule violation].

I understand that my actions may have caused inconvenience, and I take full responsibility for them. [Express any feelings of regret or understanding of the impact of the situation].

I kindly ask for your understanding and would like to [mention any steps you are taking to rectify the situation or request any consideration].

Thank you for your attention to this matter. I appreciate your understanding and look forward to your response.

Sincerely,
[Your Name]