

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the situation or incident]. I understand that my actions may have caused [mention any consequences or feelings affected by your actions], and I take full responsibility for them.

I have reflected on my behavior and recognize that it was not appropriate. Moving forward, I am committed to [state any steps you will take to prevent this from happening again].

Thank you for your understanding and patience during this time. I truly appreciate your support and guidance.

Sincerely,

[Your Name]  
[Your Student ID if applicable]