

[Your Name]  
[Your Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Student's Name]  
[Student's Address]  
[City, State, Zip Code]

Dear [Student's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific situation or incident]. It was never my intention to [explain the consequence or effect on the student].

I understand how this may have affected you, and I take full responsibility for my actions. Please know that I am committed to ensuring a positive learning environment for all my students.

If you would like to discuss this further, I am here to listen and work with you to make amends. Your well-being and success are my top priorities.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]