

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

[Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for [specific incident or behavior] that occurred on [date or time]. I understand that my actions may have caused [mention any consequences or feelings], and for that, I am truly sorry.

I take full responsibility for my actions and recognize the impact they had on [mention who was affected]. It was never my intention to [explain intent or misunderstanding], and I deeply regret the situation.

I have reflected on my behavior and am committed to making amends.

[Mention any steps you are taking to rectify the situation or prevent it from happening again].

Thank you for taking the time to read my letter. I appreciate your understanding and hope to move forward positively.

Sincerely,  
[Your Name]