

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Department/Office]  
Xi'an Jiaotong-Liverpool University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for [briefly explain the situation or incident]. I understand that my actions may have caused inconvenience to [mention who was affected, e.g., faculty, staff, fellow students], and I deeply regret any distress I may have caused.

I take full responsibility for my actions and understand the importance of maintaining [mention any relevant values or standards of the university]. I assure you that this was not my intention, and I am committed to rectifying this situation.

To make amends, I plan to [explain any steps you are taking or will take to resolve the issue]. I value the community at Xi'an Jiaotong-Liverpool University and appreciate the opportunities it affords me.

Thank you for considering my apology. I hope to learn from this experience and ensure that it does not happen again in the future.

Sincerely,

[Your Name]  
[Your Student ID or Position]