

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for forgiveness regarding [specific issue or incident].

I understand that my actions on [date of incident] have caused [briefly explain the consequences]. I take full responsibility for my behavior and deeply regret my actions.

Since that time, I have taken the following steps to address the situation:

1. [List steps taken - e.g., attended counseling, completed community service]

2. [Continue listing any other relevant steps or changes]

I am committed to making amends and ensuring that such behavior will not be repeated in the future. [Mention any positive contributions you have made or intend to make to demonstrate your growth.]

I kindly request your consideration for forgiveness in this matter. I believe that with your support, I can continue to grow and contribute positively.

Thank you for considering my appeal. I am hopeful for the opportunity to demonstrate my commitment to change.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]