

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Office Name]  
Western Kentucky University  
[University 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 this may have caused inconvenience or distress, and I take full responsibility for my actions.

I regret any negative impact this may have had on my fellow students, faculty, or the University as a whole. It was never my intention to [explain the unintended consequences]. I appreciate your understanding and the measures that have been taken to address this matter.

Moving forward, I am committed to [explain how you will rectify the situation or prevent a reoccurrence]. I value my time at Western Kentucky University and wish to contribute positively to our community.

Thank you for your understanding and support. If you would like to discuss this matter further, please feel free to contact me.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]