

## Personal and sincere apology

Subject: My Sincere Apology

Dear Principal [Last Name],

I hope this message finds you well. I am writing to apologize for my mistake during [specific incident]. I feel genuinely sorry for my actions and the impact they may have had on the school and my peers.

I promise to learn from this experience and act responsibly in the future. Thank you for your understanding and guidance.

Sincerely,

[Your Name]

[Class/Grade]

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