

Heartfelt Letter

Dear [Principal/Teacher Name],

I am writing to apologize for the damage caused to [school property/item] on [date]. I understand the importance of respecting school property and regret my actions deeply.

I am willing to cover the costs of repair or replacement and ensure that such an incident does not happen again. Please accept my sincere apologies for any inconvenience caused.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/apology-letter-for-damaged-property>