**FORMAL APOLOGY LETTER TO TEACHER**

[NAME OF STUDENT]

[STUDENT’S STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

[DATE]

[NAME OF TEACHER]

[NAME OF DEPARTMENT]

[NAME OF UNIVERSITY]

[STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: FORMAL APOLOGY TO [NAME OF TEACHER]**

Dear Mr./Ms. [NAME OF TEACHER],

This letter signifies my profuse apology over the incident that happened on the \_\_\_\_ day of [MONTH], [YEAR]. I sincerely apologize for [FULL EXPLANATION OF WRONGDOING]. I recognize that it was thoughtless and irresponsible of me to ever think of doing such an act and I did not intend for the consequences to happen. Please know that I did not intend to disrupt the class and disrespect you.

Moreover, I take full responsibility for all the consequences that happened and I promise that I will reflect on my actions. To make up for my misbehavior, I accept any punishment that you wish to apply on me to show that I have learned and will continue to learn from the said mistake.

I want you to know, Mr./Ms. [NAME OF TEACHER], that I have always looked up to you as you have always been an inspiration to all of us. I always have the utmost respect for you. In fact, [ELABORATE THE EXTENT OF RESPECT THAT YOU HAVE FOR THE TEACHER]. In the future, I will try to act more responsibly and set myself as a good example for my classmates and schoolmates.

Sincerely and respectfully yours,

[NAME AND SIGNATURE OF STUDENT]