**Apology Letter to Principal**

**Date: [Insert Date]**

**From:  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**To:  
[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]**

**Subject: Apology for [Specific Incident or Issue]**

**Dear [Principal's Name],**

**I am writing to express my sincere apologies for [describe the incident or issue]. I recognize that my actions were inappropriate and not representative of the standards expected at [School's Name].**

**In light of this, I am committed to making positive changes to ensure such an incident does not occur again. I have reflected on my actions and spoken with my advisors to determine steps I can take to learn from this experience.**

**Thank you for your attention to this matter. I appreciate the opportunity to correct my course and continue contributing positively to our school community.**

**Sincerely,**

**[Your Full Name]  
[Your Signature (if sending a hard copy)]**