[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Dear [Name here],

I am Jane Doe, grade 7 Science teacher at ABC School System. Please consider this letter as my formal apology to you for practicing corporal punishment on your son, (Name of student). I deeply regret my action and implore you for your forgiveness. I apologize for using this harsh form of punishment which caused distress to you.

I am always very considerate towards my students. This is the only time I resorted to this severe punishment. I assure you that this will never happen in my class in future.

I shall be grateful to you for granting forgiveness to me and clearing the issue with the school. I would like to thank you in anticipation.

Sincerely,

[Your Name]

[Title]

Enclosure