[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Dear [Name here],

As the principal of ABC School System, I am writing this letter to express my deep regret regarding the mistreatment of your child and our student, John Doe. I would like to convey my heartfelt apology to you on behalf of Mrs. Jane Doe who used corporal punishment on her grade 7 students, including your child. It is a shame that such an unfortunate incident happened at our prestigious institute. I feel extremely regretful about it and implore you to pardon the school.

At ABC School System, the administration does not tolerate the mistreatment of students in any way. Corporal punishment is absolutely out of the question. I have been training the teachers to adopt a friendly, kind and understanding attitude towards students always. In case a teacher needs to punish students for misbehavior, tardiness or incomplete assignments, he/she is only allowed to make them write lines.

What happened in Miss Jane’s class last Thursday is unacceptable.

I have given her a warning letter for this intolerable behavior. Additionally, I have also held an urgent meeting with the entire staff of the school to highlight this issue and remind everyone that the school does not permit corporal punishment. Rest assured that this will not happen again. Your child will remain safe in future under my strict supervision and vigilance.

I am grateful to you for your patience and corporation. Thank you for your restored trust in ABC School System. You will not come across any issues in future. In case you do have any complaints regarding the institute, do not hesitate to contact me.

Sincerely,

[Your Name]

[Title]

Enclosure