To,

Deputy Head Mistress,

Respected Madame,

With all due respect and regards, it is stated that I, Martina James, the Vice Head Mistress of the Union Central Middle School, wanted to discuss a matter and to apologize to you for the hurt feelings caused if any. I have been one of the eminent teachers of UCMS for the last 10 years now and had been promoted to the appointment of Vice Head Mistress of the school for the last 2 years.

I am very well aware of the level of hierarchy in the school and I know how much important this is for an institution to be run. This makes you my immediate senior in the school and me, the second most senior staff member of this unified branch of our school.

I feel like there has been a misunderstanding between the two of us due to some unfortunate reason and some miscommunication which has made me feel that you have been hurt by this as a natural consequence.

The previous Friday, when there was to be a visit of the local educational authority officers for the inspection, I had received your order to get the children in their classes before the lunch break ends which I had already acknowledged as a matter of common sense.

So, when the peon came to me delivering your order and message, I told him that I have prior experience in such inspection visits so he needs not to worry and that you should consider the task done. I have no idea what the peon told you like my answer but he certainly has miscommunicated, making you think that I was acting bossy or arrogant, rather I just aimed to tell you that the arrangements have already been made.

I seriously never intended to disrespect you or sound arrogant in front of you, as I am aware that you are my senior here, and that respecting and obeying you is both my ethical, moral and professional duty.

I hence, ask you for an apology if the miscommunication caused you to hurt and if you felt that I have let you down by any means. I assure you that nothing of this sort would ever happen again, and I hope you will pardon me for the hurt caused. Looking forward to working together in the future as well. Thank you.

Yours obediently,

Martina James  
Vice Head Mistress,  
Union Central Middle School, London.