To

[The Recipient Name]

**Subject: Apologizing for misbehavior during [XYZ] at [ABC]**

Dear Sir,

I am extremely sorry for my misbehaviors which I did on [date]. Please accept my sincere apology for this reason. I realize that my behavior was inappropriate and disrespectful. Owing to my behavior, a bad image of mine and my class has been portrayed and I am very ashamed of my act.

I cannot express my feelings of sadness after talking to you in a rude manner. You are so respectful, and I have never wanted to be involved in any kind of misbehavior with my teachers. On [date], I was depressed because my father was in a coma due to a brain hemorrhage.

My mother was staying with my father in the hospital, and she had texted me to reach the hospital straight from the school. I was busy reading that text when you called my name and pointed out my fault.

I was out of my senses because of my father's condition. At that moment, I forgot everything and behaved with you in a rude manner. It was purely my mistake and I admit it.

You had warned us many times about the usage of a cell phone in class. I did not take notice of your warning and kept using my cell phone during your lesson. I should have informed you about the situation before using it. Since that day, I have been feeling ashamed of my actions, and therefore, I am writing you to seek an apology.

I assure you that this act was not committed by me willingly. I was thinking nothing else but about my father at that time. Therefore, I could not control myself and misbehaved with you. I respect you just like my father and you may have some sort of feelings for me, hopefully. Considering it as my first and last mistake, please forgive me. I shall promise you that this will not happen again in the future.

Sincerely yours.

[NAME]  
[COMPANY]