To

[The Recipient Name]

**Re. Letter of Repentance Expressing Deep Remorse on Charges Put in Case No. XX**

Dear Your Honor,

I am [NAME] and I have been found guilty in case no. X. I am extremely remorseful and embarrassed by this act. Your honor, I am charged with putting [X] in possession at the workplace. I have an explanation for that but before that, I want to confess my crime according to the law and express deep regrets. I also confess that the mentioned articles and sections on my crime are adequately true, and I present myself for complete coordination with the Police, the Law Enforcement of Local Unit (LELU), and the [X] Control Regulatory Authority (DCRA).

On [DATE], police found me possessing [X] [MENTION THE TYPE OF NARCOTICS BEING COVERED] at my workplace during office hours. I was arrested by the local police in front of my colleagues, coworkers, and friends. My supervisors and head of the department also witnessed this incident which clues to the end of my career at theirs. It has made my professional life fall apart. I have no words to express my remorse for the act I did.

You honor, I understand that no excuse is enough to involve in such activities, but I believe my little explanation can save my persona as a kind person. Sir, I have been going through depression which put me in the habit of taking [X]. My depression has been caused by excessive work, single-parenting, divorce, and other personal things. I understand no excuse is enough for such criminal activity, therefore, I request you to forgive me owing to my plea for forgiveness and remorse.

I hereby promise that I shall never involve in [X] again. Moreover, I shall get myself treated properly and get help from the anti-narcotics and drug abuse help center. I have attached my legal documents and affidavit in which I promise to not involve in any illegal activity again. Thank you.

Regards.

Yours sincerely.

[NAME]  
[COMPANY]