To

[The Recipient Name]  
[Designation]

**Subject: Apology for wrongdoing in class**

Dear Principal,

My name is Stewart, and I am a student in grade 7 at your school. I am writing you this letter to sincerely apologize for my wrongdoing in geography class on [date]. I am very sorry for creating a disturbance and causing inconvenience for my class teacher. Our class teacher has set strict rules to maintain discipline in the classroom.

According to norms, no mobile phone is allowed during lectures. On [date], he was busy teaching us an interesting lesson in geography while I was using my cell phone. In the meanwhile, the teacher caught me on spot and directed me to attend your office.

Since that day, I am really embarrassed and thought myself guilty of disturbing the class decorum. Trust me, I did not do it intentionally. My brother is in his final year of MBBS at ABC Medical College, [state name]. He was coming home to spend the weekend holidays with us. On reaching the bus stand, he kept calling me and did not stop. I was just informing him through text that he should wait for 15 minutes and then I would pick him up. Our class teacher caught me when I was typing the text.

Dear Sir, I admit my mistake and take full responsibility for it. If there was an emergency, I must have gotten permission from my teacher to go out and call my brother. I didn't want to skip the lesson and texted during the lecture, which was against classroom discipline.

Now, the situation is that I am extremely sorry for what I did. But our geography teacher is not allowing me to attend his lectures.

Please waive my punishment and allow me to attend classes. This is my promise that I will never involve myself in such shameful acts again. If you find me again breaching the disciplinary policy of the school, I will be ready to face the consequences then. I am thanking you in anticipation.

Yours obediently.