

Letter of Apology on Student's Behalf

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

As a [principal] of [enter school name], I am writing to you in order to apologize on behalf of one of our student. I was informed of the whole incident that took place at [enter event] which was organized at your school. The purpose of the event was to engage students in co-curricular activities and allow them to learn through different competitions. Unfortunately, they took the competition on personal grounds and finding the final decision of the judge biased, one of our student misbehaved with him. He failed to realize that in competitions, only one can win and the rest are runner ups. Even if the decision was biased, he should not have behaved the way he did. After I personally talked to him, he realized his mistake and was sorry. I am also extremely sorry that such an incident disturbed the environment which was otherwise supposed to be refreshing and joyful. Please accept my heartiest apologies on behalf of our student [enter name]. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-