

# Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere apologies for the unsatisfactory results reflected in my recent report card.

I understand that my performance may have disappointed you, and I want you to know that I take full responsibility for it. I recognize the importance of my education and the expectations that come with it.

Please rest assured that I am committed to improving my performance. I am already taking steps to identify the areas where I struggled and seeking help to ensure that I do not face similar challenges in the future.

Thank you for your understanding and support during this time. I appreciate your guidance and patience as I work to turn things around.

Sincerely,

[Your Name]

[Your Contact Information]