

Letter of Intent to Rectify Code of Conduct Violation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[School Name]

[School Address]

Dear [Recipient's Name],

I am writing to formally express my intent to rectify the violation of the school's code of conduct that occurred on [insert date of violation]. I acknowledge my actions and understand the impact they may have had on the school community.

In light of this situation, I am committed to taking the following steps to address the violation:

- [Step 1: Description]
- [Step 2: Description]
- [Step 3: Description]

I appreciate the opportunity to learn from this experience and strengthen my commitment to the values upheld by [School Name]. I am dedicated to making amends and ensuring that such behavior is not repeated in the future.

Thank you for your understanding and support in this matter. I look forward to discussing this further and demonstrating my commitment to improvement.

Sincerely,

[Your Name]

[Your Position/Grade]

[Your Contact Information]