

Apology to [Teacher's Name]

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to sincerely apologize for my lack of contribution to the recent group project for [Course/Class Name]. I understand that teamwork is essential for our learning experience, and I regret not fulfilling my responsibilities.

Unfortunately, I allowed [brief explanation of circumstances, e.g., personal issues, time management problems] to interfere with my contributions. I take full responsibility for my actions and the impact they may have had on my group members and the project's overall success.

Moving forward, I am committed to improving my teamwork skills and will ensure that I actively participate and contribute in future projects. I appreciate your understanding and guidance as I work to rectify my mistakes.

Thank you for your time, and I hope to make amends in the coming projects.

Sincerely,

[Your Name]

[Your Class/Grade]