[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Institution's Name]
[Department/Office]
[Institution's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I am writing to address the recent accusation of plagiarism concerning my
submission, [Title of Assignment/Project], for [Course/Subject] on
[Date]. First and foremost, I accept full responsibility for my actions
and deeply regret any harm or mistrust my mistake has caused the
institution, my peers, and myself.
I understand the importance of academic integrity and the critical role
it plays in upholding the standards of education. In this instance, I
failed to uphold these values due to [Briefly explain the situation,
e.g., misunderstanding of citation rules, poor time management, etc.].
This was not reflective of my true intentions, and I am committed to
learning and growing from this incident.
I am sincerely sorry for this lapse in judgment and assure you that I am
taking deliberate steps to ensure that this does not happen again. I am
actively seeking resources and support, such as attending workshops on
proper citation and time management skills, to bolster my understanding
and adherence to academic standards.
I humbly request that you reconsider the severity of the penalties
originally proposed. While I know there must be consequences for my
actions, I am eager to demonstrate my commitment to improvement and to
restore my standing within the academic community.
Thank you for considering my appeal. I am open to discussing the matter
further and am willing to comply with any additional requirements you see
fit.
Sincerely,
[Your Name]
[Your Student ID Number]
[Additional Contact Information, if necessary]