To

[The Recipient Name]  
[Designation]

Dear [Name],

Please accept my apologies for having forged the signatures of (mention the name of the person) on the result card. My result was not meeting the expectations of my parents and I was afraid that they might get angry over it. Due to this, I did not show them my result and forged their signatures.

I was not intended to receive you. I had no idea that I was doing something very offensive. However, now I have realized it and I am feeling sorry for forging.

I have learned a lesson from this, and I assure you that I will never forge signatures of you or anyone else in the future. I am also ready to accept the punishment whatever the school feels necessary for me.

I am looking forward to hearing from you soon. Please meet me in person if you have anything to discuss with me on this matter.

Regards,

Name of the sender