DATE:

To

[The Recipient Name]  
[Designation]

**RE. REQUEST FOR APOLOGY ON PRESENTING FORGE/FAKE DOCUMENTS W.R.T. WARNING/REPRIMAND NOTICE DATED [DATE]**

I am [NAME] from [NAME THE DEPARTMENT]. I have been working in your organization as a [NAME THE POSITION] since 20XX. Recently, I was promoted to the rank [ABC-XXX] on [DATE] based on the International Conference of Nutrition & Food Authority (NFA).

I have worked in this organization for X years. Throughout these years, I have always worked with sheer honesty, integrity, and professionalism. Being in an executive position and at an important designation, I always stayed highly professional and honest.

Given these references, I want to point out the letter of reprimand that has been sent to me on [DATE]. The letter states a deduction in my allowance and demotion of my job grade in the wake of the forged documents controversy. I confess my reprehensible act of presenting forged documents of participation in the International Conference on NFA.

I was all set to leave for the conference, but a few personal matters kept me from leaving home. I was stuck in issues and thus, could not perform my research at the conference. As appraisals were being conducted during those days, I was set to get a promotion as I have been working since 20xx and could not get an increment or promotion.

My participation in an international conference or a workshop was mandatory to promote to an executive position. Presenting forged documents seemed to be the only way and I went for it.

I am extremely penitent and confess. Please, accept my deep apologies on the matter and do not take any strict action that can risk my career. I promise to never do that again and remain truthful and honest with my job. I shall be highly grateful if you accept my apology. Please respond to me at [EMAIL] or response letter. Thank you.

[Your Name]  
[Designation]

Signature