

Dear Mrs. Fischer,

I am writing to apologize for passing notes in class.

I realize that you were discussing important concepts that are going to help us write our upcoming analysis essays and do well on the final, and I should have been paying closer attention. From now on, I'll limit my classroom communication to helpful comments that are related to the subject matter and wait to discuss personal things until after class.

I also wanted to thank you for giving me a warning instead of detention because my coach would have benched me if I had been late to practice. I promise you won't have to make that decision again.

Sincerely,  
Bill Tammen