

*Dear [Recipient],*

I am writing to provide an explanation for the disciplinary action taken against me on [date], and to express my concern over the situation.

[Provide a brief explanation for the situation and the disciplinary action taken against you, such as a warning, suspension, or termination. Take responsibility for any actions that led to the disciplinary action but avoid making excuses or blaming others.]

I understand that my actions have caused harm and inconvenience for you and for others, and I apologize for any negative impact that they may have caused. I assure you that I am taking steps to address the situation and prevent similar incidents from happening in the future. [Explain the steps you are taking to improve and avoid future mistakes.]

I hope that we can work together to resolve this matter in a way that is fair and just. If you require any additional information or have any questions, please do not hesitate to contact me.

Sincerely,

*[Your Name]*