

(Your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Letter to Apologize for Theft

Dear (Name of the Recipient),

I am really sorry for committing a terrible mistake. I am writing this letter to apologize for stealing [mention the thing that the sender has stolen] from [mention the name of the place from where the sender stole the things]. I am so sorry for committing such a crime and I am really sorry for all the inconveniences that you had to face just because of me.

I understand that I have committed a serious crime and I am willing to take full responsibility for the mistake that I have committed. I promise you that this kind of terrible mistake will never happen again in the future and you can trust me this time.

I hope you will understand my situation and forgive me one last time as it was totally unintentional. I had stolen the [mention the name of the thing that the sender has stolen] because [mention a reason why the sender had to steal things]. I hope that after knowing the reason behind my stealing you will be able to understand my situation but I totally agree that no words will do justice to my actions.

I would like to request to you that if possible please give me a second chance and I promise this type of situation will never arise again. I promise to you that I am not this type of man/woman but the situation forced me to become like this. I am sorry for committing such a terrible crime and I am ready to face the consequences. If you want to contact me you can contact me anytime at [mention the contacting details of

the sender]. I hope you will understand my situation and forgive me for the last time.
I promise to never let you down again.

Sincerely,

(Hand-written Signature)

(Date)

(Notary or witness if required)