

Letter of Apology

 KakaoTalk - Amy Teacher

 plato@academy.com

Subject: Minor Classroom Incident Involving [Student's Name]

Dear [Parent's Name],

We hope this message finds you well. We want to inform you about an incident that occurred today involving [Student's Name]. During classroom activities, [Student's Name] was spinning around despite the teacher's request to stop, and accidentally hit the observation window sill, resulting in a small cut above the eyebrow.

The safety and well-being of all our students is our highest priority. We sincerely apologize for this incident and assure you that we are committed to maintaining a fun yet safe learning environment. Our staff will continue to closely monitor classroom activities to prevent similar accidents in the future.

Please don't hesitate to contact us if you have any questions or concerns. Thank you for your understanding and support.

Warm regards,

[Teacher's Name]

PLATO English Academy