

Apology letter



**ASSIGN
BUSTER**

Address Dear Sir/Madam, Kindly accept my apology for having taken the products from the store without having charged my credit card for them. Lately, I have been frequently required to explain the reason of displaying such high level of immorality. Once and for all, I take this letter as an opportunity to offer an explanation I owe the administration for my act. As you know, only a couple of months back, our company had had a good sale. We, as employees, were able to get from 20 per cent to 60 per cent off on some house hold items. That encouraged me to spend around \$1600 in different transactions, though I did charge them on my credit card. Nothing was wrong until I encountered an unexpected expense that I had not planned for. That unexpected expense put me into great trouble and I was perplexed. I did not know how to accommodate that in my budget. Circumstances had become unbearable for me, and I had to come out of them any way. Lack of money had sabotaged my ability to think rationally, and I ended up charging back almost \$1000 on my credit card in five different transactions without taking the items back to the store. I was able to do that since I knew how to operate the computers accordingly. However, I must tell you that till this point, I had full intension of paying the price of those items. I had planned to simply charge my credit card back again upon receipt of my tax return money. It was just before I could get my tax return money back so that I could charge my credit card back that the store manager somehow got to know about my act, but not my intentions! I had no intention of stealing anything from the store ever, though apparently I do sound like that. Through the explanation that I have put forth in the text above, I have tried to convey that all I did was as a result of immense tension and confusion that I was going through few days back, though my

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conscience is clear for I never intended to steal. I do confess that in my confusion, whatever I did was not right. I should not have taken the items from the store unless I had paid for them in full. This was one wrong decision that I regret having taken, and that has damaged my reputation. Sometimes, humans unintentionally display such behavior that is even against their own beliefs, norms and values, and the same has happened in this case. Through this letter, I want to assure that it is the first and last time this has happened. I have realized that I have committed the biggest blunder of my life. I can even not forgive myself for this. I am feeling extremely guilty, and request you to give me one chance. If I am convicted for this act of mine, it can ruin not only my career, but also my life. This would get all the money I spent on my education go wasted. I am extremely sorry for my act, and am fully prepared to do anything that would fix this problem. Should you want me to compensate for my act, I shall be happy to do that. Once again, I beg your pardon and hope, that you would forgive me. Signature Name