Servants of Allah, have Taqwa of Allah, and know that, indeed, Allah has ordered us to repent to Him and to seek His forgiveness, from our sins in many ayaat (verses, signs) in His noble book. He has called and described Himself as the All-Forgiving, the Forgiver of sins and the Possessor of forgiveness. And He has praised those who seek forgiveness, and has promised them a great reward. All of these (matters) show the importance of seeking forgiveness, its virtue and our need of it. Allah conveyed to us about His Prophets, that they sought forgiveness from Him and they turned to Him. He (also) mentioned the two parents (i.e. Adam and Hawa) said:

"Our Lord we have wronged ourselves and if You do not forgive us and have mercy on us, we will indeed be from the losers.

He also mentioned to us regarding Nuh عليه السلام, that he said:

"And if You do not forgive me and have mercy on me, I will be from the losers" He also said: "My Lord! Forgive me, and my parents, and him who enters my home as a believer, and all the believing men and women."

And He (Allah) mentioned Musa عليه السلام, that he said:

"My Lord indeed I have wronged myself so forgive me."
And He mentioned His prophet Dawud; He said (regarding him):
"So he sought forgiveness from His Lord and fell prostrating, and turned in repentance."

Servants of Allah; seeking forgiveness has great benefits! From them are:

1. It is a means for the forgiveness of sins and the expiation of minor sins, as mentioned in the Hadeeth:

   "Therefore, seek forgiveness from Me, and I will forgive you."

And, also, as Allah says:

"Whoever does evil or wrongs himself, then seeks forgiveness he will find Allah All Forgiving, Merciful."

And in the Hadeeth:

"O son of Adam, so long as you call upon Me and ask of Me, I shall forgive you for what you have done, and I shall not mind. O son of Adam, were your sins to reach the clouds of the sky and were you then to ask forgiveness of Me, I would forgive you."

2. And from the benefits of seeking forgiveness is that it prevents and repels punishment. Allah says:

   "And Allah will not punish them while they seek forgiveness."

3. From the benefits of seeking forgiveness is that it is a means of driving away worries, bringing sustenance and having a way out from difficulties. And in the sunan of Aboo Dawud and Ibn Majah it was reported by Ibn Abbaas - may Allah be pleased with them both - who said, "The Messenger of Allah said, "Whoever holds fast to seeking forgiveness, Allah will make a way out for him from every difficulty, and a relief from every grief and He will provide for him from where he does not expect."
4. And from the benefits of seeking forgiveness is that it is a cause for the sending down of rain and an increase of wealth and children and vegetation of the trees and providing of water. Allah said regarding His Prophet, Nuh عليه السلام:

"I said (to them): 'Ask forgiveness from your Lord; Verily, He is Oft-Forgiving. He will send rain to you in abundance; and give you increase in wealth and children, and bestow on you gardens and bestow on you rivers."

And He said regarding Hud عليه السلام:

"And O my people! Ask forgiveness from your Lord and then repent to Him, He will send you (from the sky) abundant rain, and add strength to your strength."

Servants of Allah, seeking forgiveness is a legislated (matter) for all times, and there are certain times and conditions in which seeking forgiveness is more virtuous. So it is (more) recommended to seek forgiveness after performing acts of worship, because it will be an expiation for what occurs from shortcomings and deficiencies in the worship, just as it is legislated (to do so) after completing the five obligatory prayers. The Prophet used to seek forgiveness three times after making the tasleem of the obligatory prayer. This is because the servant is likely to have deficiencies in his prayer due to heedlessness or forgetfulness.

It is also legislated for seek forgiveness when completing the night prayer. Allah says regarding the people of taqwa:

"They used to sleep but little by night [invoking their Lord (Allah) and praying, with fear and hope]. And in the hours before dawn, they were
(found) asking (Allah) for forgiveness." And Allah says, "And those who seek forgiveness during the last part of the night."

And it is legislated to seek forgiveness after moving from one's place on Arafah (during Hajj), and the completion of the time one stands there.

Allah says,

"Then depart from the place whence all the people depart and ask Allah for His Forgiveness. Truly, Allah is Oft-Forgiving, Most-Merciful."

It is legislated to seek forgiveness when finishing in a sitting, whereas the Prophet ordered that when a person stands from a sitting he should say,

"O Allah high above are You from any deficiency and You are praised, I seek your forgiveness and I turn to You"

"So if the sitting was good it will be sealed upon him (as such) and if it was other than that it will be an expiation for him"

And it is (also) legislated to seek forgiveness during the end of one's life and in the condition of old age. Allah said to His Prophet, when his appointed time was near,

"When comes the Help of Allah (to you, O Muhammad against your enemies) and the conquest (of Makkah). And you see that the people enter Allah's religion (Islam) in crowds. So glorify the Praises of your Lord, and ask for His Forgiveness. Verily, He is the One Who accepts the repentance and forgives."

Therefore, Allah made the conquest of Makkah and the people entering into the religion of Allah in crowds, a sign for the nearness of the end of the Prophet's appointed time. And He ordered him when this time came, to seek forgiveness. Therefore, it is befitting for you, O Muslims, to be
continuous and hold fast to seeking forgiveness at all times and to increase in it during the mentioned times and conditions in order to gain these virtues and obtain the good. Our Prophet used to increase in seeking forgiveness.

Narrated by Imam Ahmad and the Imams of the Sunan from the Hadeeth of Ibn Umar - may Allah be pleased with both of them - (who said), "Indeed, we counted the Messenger of Allah seeking forgiveness one hundred times in one sitting, saying, "My Lord forgive me and turn to me, indeed You are the Oft-Returning, Most Merciful." And in the Sunan of Ibn Majah, it was reported from the Prophet with a good chain, that he said,

"Glad tidings for the one who finds in his records, great deal of seeking forgiveness."

Servants of Allah, seeking forgiveness means to request forgiveness from Allah along with erasing the sins and concealing the shortcomings. It is (also) a must that one refrains from the sins and disobedience. As for the one who seeks forgiveness with his tongue while remaining upon disobedience, (with this action of his), he is considered a liar; and seeking forgiveness does not benefit him. Al-Fudhayl Ibn 'Iyadh - may Allah have mercy on him - said, "Seeking forgiveness without ridding (oneself of the sin) is the repentance of the liars." And he also said, "Our seeking forgiveness is a sin (itself) that requires seeking forgiveness." Meaning whoever seeks forgiveness and does not abandon disobedience, then his seeking forgiveness is a sin which requires seeking forgiveness. So let's look to the reality of our seeking forgiveness so that we will not be from the liars who seek forgiveness with our tongues while we remain upon disobedience (to Allah).

Servants of Allah, there are wordings of seeking forgiveness which have been reported from the Prophet, which is befitting that a Muslim says. From them are:
"My Lord, forgive me and turn to me, indeed You are the Oft-Returning, Most Merciful."

And (also) is the statement:

"I seek the forgiveness of Allah, the One who none has the right to be worshipped except Him, al-Hayyu, al-Qayyum and I turn to Him."

And he also said, the master (supplication) of seeking forgiveness is,

O Allah! You are my Lord! None has the right to be worshipped except You. You created me and I am Your slave, and I am faithful to my covenant and my promise as much as I am able. I seek refuge with You from all the evil I have done. I acknowledge before You all the blessings You have bestowed upon me, and I confess to You all my sins. So forgive me, for no one forgives sins except You."

So, whoever, says this during the day, having certainty in it and dies before he reaches the evening will be from the people of Paradise. And whoever says it during the night, having certainty in it and dies before he reaches the morning will be from the people of Paradise - Bukhari. (Allah says)

"And march forth in the way (which leads to) forgiveness from your Lord, and for Paradise as wide as are the heavens and the earth, prepared for the pious -"

Those who spend [in Allah's Cause - deeds of charity, alms, etc.] in prosperity and in adversity, who repress anger, and who pardon men; verily, Allah loves the good-doers.
And those who, when they have committed Fahishah (illegal sexual intercourse etc.) or wronged themselves with evil, remember Allah and ask forgiveness for their sins - and none can forgive sins but Allah. And they do not persist in what (wrong) they have done, while they know.

For such, the reward is Forgiveness from their Lord, and Gardens with rivers flowing undemeath (Paradise), wherein they shall abide forever.”

How excellent is this reward for the doers (who do righteous deeds according to Allah's Orders).

Source:
http://alfawzan.af.org.sa/node/13543

Translated by Abu Anas Atif Hasan the poor one in need of Allah’s forgiveness and mercy. I ask Allah that He benefits me and the Muslims by this