

## Writing the apology letter

Find a clean sheet of paper and use each of your answers from the other side to write an apology letter.

	August 17, 2012
	Dear _____,
	1. Tell what you did that was wrong.
	2. Tell how you harmed this person.
	3. Tell how you feel about causing them harm.
	4. Say how you will repair the harm you caused.
	5. Say what you have learned that will stop you from making the same bad choice again.
	6. Ask for forgiveness.
	Sincerely,
	Your signature

Reread your letter to make sure you have spelled every word correctly and have used complete sentences.

### Juvenile Assessment Center of Lee County

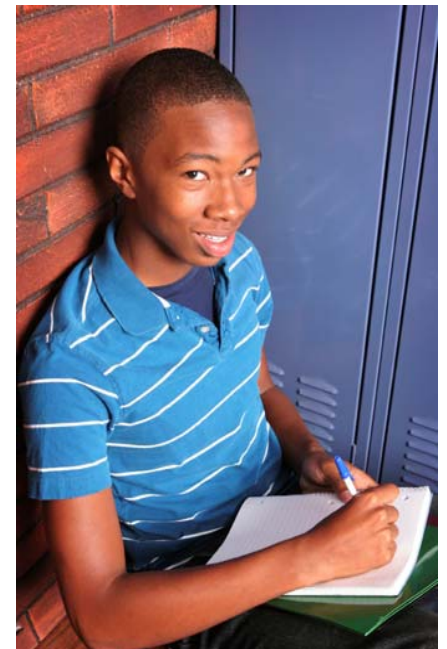
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## Writing a Letter of Apology



For Youth Involved with the  
Juvenile Justice System

# Writing a Letter of Apology

Sometimes when you have made a bad choice, you must write a letter of apology. Where do you start?



## What is an apology?

- An apology admits that you know you did something wrong.
- It shows that you take responsibility for your own behavior.
- An apology does not make excuses for what you have done or blame others for the choices you made.
- An apology shows that you understand that you have harmed others by your actions.
- It shows that you feel regret for your actions.
- An apology explains how you will repair the harm you have caused.
- A good apology explains what you have done to change that will keep you from making the same bad choice again.
- An apology asks for forgiveness.

## Getting started

First of all, think about who are you writing the apology letter to.

*Then answer the following questions on a separate sheet of paper. Use complete sentences.*

1. Explain in detail, what did you do that was wrong and why it is wrong?
2. How did you harm the person you are writing the apology letter to? (How have they suffered either directly or indirectly from physical, emotional, or financial harm as a result of your actions? Put yourself in the other person's place. How might they have thought and felt?)
3. How do you feel about the harm you have caused to this person?
4. How do you plan to repair the harm you have caused to this person?
5. What have you learned from this experience? How have you changed your beliefs and attitudes so that you will not choose to do wrong again? Promise that you are committed to change.
6. Write at least one statement asking for forgiveness, and if appropriate, for an opportunity to prove yourself.

Now, go over the answers you wrote and think to yourself.



- Were my answers open and honest?
- Did I take full responsibility without blaming anyone else or making any excuses for my actions?
- Did my answers show that I realize the effects that my actions had on others?
- Did my answers show that I am sorry for my actions?

If you cannot answer “yes” to these questions, go back and improve on your written answers.

Note: Your letter should be personal, not a form letter. If you are writing to several different people you should go back and answer the questions again thinking specifically about the person you are writing the letter to.