

## Writing an Apology Letter

**What is an Apology?** It is an acknowledgement of some fault, injury, or insult, etc. It helps you to explore how your actions impacted someone else and helps you be accountable for your actions. An apology is a chance to repair harm done to someone else and to yourself.

*A sincere and meaningful apology letter tells the reader clearly that you take full responsibility for your actions and the effects those actions had on others. Anything short of being accountable will do very little to help repair the harm done to the victims.*

**Who is the victim?** A victim is a person who has been threatened or has suffered directly *or indirectly* from physical, emotional, or financial harm as a result of someone else's actions.

Address a minimum of four of the following questions when writing your apology letter.

- ⇒ Did you take responsibility?
- ⇒ Did you mention the victim?
- ⇒ Did you mention the victim's feelings?
- ⇒ Did you mention the victim's family (if applicable)?
- ⇒ Did you mention any emotional harm the victim suffered?
- ⇒ Did you mention any financial loss or cost to the victim?
- ⇒ Did you mention the long/short term effects the victim has faced/may face?
- ⇒ Did you mention your regret for your actions?
- ⇒ Did you ask forgiveness?
- ⇒ Did you avoid making excuses for what you have done?
- ⇒ Did you avoid manipulating the victim?

As well as the questions you have responded to above, take the time to answer the following questions to yourself before sending (mailing or emailing) your apology to your Juvenile Service Specialist at the Juvenile Assessment Center.

- **Is your letter open and honest?**
- **Did you express remorse in your letter?**
- **Did you avoid talking about yourself and your problems? <See Part 2>**

## **Apology Part 2:**

**Reflect on self**

**Had you also been a victim?**

**How has the incident impacted you? Your family? Friends?**