

Apology Letter – Guidelines

Guidelines

- Do not blame the victim for what YOU did.
- Accept what you have done and what has happened, and write a sincere apology.
- If a letter is not approved, you will have to write it again until you have written a true apology to your victim.
- Each letter should be 5-7 sentences or more.
- Ask for help from a parent, teacher or counselor if needed.

When apologizing, be specific about what you did to the victim.

Not acceptable: “I apologize for getting into a fight with you”, (be more specific).

Acceptable: “I apologize for punching you in the stomach and swearing at you.”

Explain why you were so upset at the victim.

Not acceptable: “I don’t really know why I was mad”

“I was mad at you because you got me mad by yelling at me”

Acceptable: “I was upset at you because you yelled at me in front of my friends”

“I was angry at you because you made fun of me in front of everyone and I was embarrassed.”

Tell the victim you will never hurt them again, and explain why.

Not acceptable: “I will not hit you again because I don’t want to get arrested again”

Acceptable: “I promise that I will never hit you again because I now know that hitting is not the correct way to express my feelings.”

Your letter should include:

Dear _____, (victim’s full name)

I apologize for _____ (be specific about what you did to the victim).

I was _____ (use 1 word that best describes your feelings at the time)

because _____. (explain what the victim did to make you feel this way)

I promise that I will never hurt you again because _____
(what have you learned from this experience, be sincere to the victim)

In the future I will _____ (what will you do differently in the future)

Sincerely,

(your full name &
your RAPS / PRIDE#)