

Instructions for Writing Letter of Apology

1. All letters of apology can be handwritten in blue or black ink, or typed. If your handwriting is not legible, you will be asked to type the letter of apology and sign it.
2. Please include your name (first and last), and the date in which the letter was written in the upper right hand corner of the page. Remember to sign your first and last name in the closing.
3. Your letter of apology needs to specify who it is that you are apologizing to. For example, parents, victim, store, etc. You may ask your Case Manager for the name of the victim if you are unaware of whom it is.
4. Letters that are typed can be single or double spaced. Hand written letters should be printed only of the front side of the paper.
5. The letter should be since and include:
 - a. What you did wrong
 - b. Why you are sorry
 - c. What you have learned
 - d. Ways your actions hurt an individual or society
 - e. What actions or choices would you make differently.

Example of a proper letter of apology:

Dear Mr. John Smith,

Susie Miller
01/31/2012

I'm writing to you to apologize for stealing from your store, Target. I did not need the purse that I took. I could have saved money to purchase it, or even asked my parents to buy it for me. I have learned the consequences for stealing and how it affects the store and consumers. I also understand that the consequences of my actions affect not only me, but others as well. Prices for items increase to cover the cost of lost or stolen merchandise and stores must spend money on Loss Prevention techniques to catch shoplifters. If I was ever in this situation again, I would save my money to purchase the item, or I would ask my parents to buy it for me. I will not resort to stealing in the future. Please forgive me. Thank you for your time.

Sincerely,

Susie Miller