



## ARROWSMITH COMMUNITY JUSTICE SOCIETY

### Letter of Apology - Template

Adopted: 14 Oct 2014

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Date

Name of person or business or newspaper contact  
Address

Dear (Name or Sir or Madam)

1. Clear statement of what you have done and that you are taking responsibility for your actions. *(see examples below\*)*
2. An explanation which may include:
  - What was happening in your life at the time the incident happened?
  - What were you doing immediately before the incident?
  - Whether you were with other people at the time or alone.
  - What you were thinking at the time.
3. How do you think your actions have harmed the person or community?
4. What have you done or propose to do to heal the harm?
5. What have you learned from the conference?
6. What have you learned from working on the steps in the resolution agreement?
7. What commitment are you willing to make to ensure this does not happen again?

Sincerely, (or other appropriate closure)

Name (omit your name if the letter is to be published)

*Your letter of apology must be shown or read to your conference team members for review and discussion before it is given to the recipient.*

<p><b>*Non apology</b> I'm sorry your files got shredded. I am sorry for whatever I may have said to insult you. I am sorry if you felt threatened. I'm sorry if I did anything wrong.</p>	<p><b>Apology</b> I'm sorry I shredded your files. I'm sorry I swore at you.  I'm sorry I threatened you. I'm sorry for (the specific harm).</p>
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