

Letter of Apology

INTRODUCTION:

This letter of apology is an opportunity for you to address the harm you have caused your victim and the community by the crime you committed. This letter is to begin a process of healing for you, your victim, and the community. Your letter should reflect sincerity and the intent to make amends to the people you affected. A poor letter of apology is an insult to the victim and the community and indicates you are not taking your actions seriously. Your letter should be completed as follows:

WRITING TIPS:

Use respectful language.

Use proper sentences and spelling.

Write neat sentences.

Write from your heart not your head... take responsibility for your behavior.

LETTER FORMAT:

When the six (6) paragraphs below are completed, the letter must be at least one page in length:

1. What was your behavior and how was it wrong?
2. How did your behavior hurt, cause harm or loss to the victim?
3. How did your behavior hurt, cause harm or loss to the community?
4. What were the consequences you received because of your behavior – i.e. home, court?
5. Apologize.
6. What alternative behaviors, future commitments, strengths, or contributions can you offer the community?

PROCESS:

- ✓ Include your first and last name printed on the letter.
- ✓ Your PO will approve your letter OR send it back to you if adjustments need to be made.
- ✓ If approved, your PO will remove your last name and mail it to the victim.
- ✓ Your letter of apology must be completed and in your PO's hand before the court ordered due date.

MAIL YOUR LETTER TO:

**ANOKA COUNTY COURTHOUSE
JUVENILE CORRECTIONS
ATTN: (Your Probation Officer's name goes here)
2100 3rd AVENUE, SUITE W100
ANOKA, MN 55303**

DUE BY: