

Suggestions to Write an Apology Letter

Date: month/ day/ year

Dear _____ ,

- ❑ Start the letter with “I apologize for what I have done or said.”
- ❑ How do you think your actions affected the injured party?
 - a) If this behavior continues, how will this affect your life in the future? What could happen to you? Do you want that?
Explain, why or why not?
- ❑ Now that you know the effects of your actions, was it worth getting in trouble? Why or why not?
- ❑ What could you have done differently?
- ❑ Do you think you can help others in a similar situation? How?
- ❑ How can you make it up to your parents?
- ❑ What would you like to do in the future to succeed? How?
- ❑ Who gave you the second chance? Why do you think they gave you a second chance?
- ❑ How do you feel knowing that someone gave you a second chance?
- ❑ In the future, would you give someone a second chance? Why?

Sincerely,

Your Name (signature)

Your Name (print)