

# APOLOGY LETTER

YOUTH SERVICE BUREAU (651) 464-3685

Your apology letter should be addressed to the victim of the crime and **will be mailed** to them. Please use a clean, unwrinkled sheet of paper. Check your spelling. The letter should be neatly written in blue or black ink or typed.

**Bring an envelope that is stamped and addressed to whomever you wrote your letter. If you do not bring the stamped envelope there will be a .50 charge!**

Date \_\_\_\_\_

Dear \_\_\_\_\_

As you write your letter make sure you include or address the following three statements.

1. State specifically what you did and why you are sorry.  
"I'm sorry that I .... "
2. State what you are doing to make sure that you do not commit the crime again.  
"To make sure I do not do this again, I have ....."
3. State what you have learned through this experience.  
"Through my consequences, I learned that ....."

You may include other information you think the crime victim would want to know about the crime or consequences.

Sign your name and print your name below your signature.

Sincerely/Love \_\_\_\_\_