

Writing an Apology Letter

You are required to write a letter of apology. Below is some information to help you understand the purpose of writing the letter, as well as tips on how to write it. If you have any difficulty writing this letter after reading the information below, then you should ask someone who can help you (such as a parent/guardian, or a staff at Essex County Diversion Program).

Why have I been asked to write an apology letter?

Victims of crime can feel hurt, scared and confused. These victims may also have questions such as, “Why did this happen to me?” A letter of apology will help answer these sorts of questions, and help the victim deal with what has happened. It also gives you the opportunity to take responsibility for your actions and show that you are sorry for what you have done.

How do I write this letter?

Writing an apology letter requires you to think about your feelings as well as that of the victim. Here are some suggestions to help you write your letter, as well as some questions to ask yourself when writing the letter:

- Use your first name only when signing your name.
- Choose your words carefully and express yourself clearly and simply.
- Take responsibility for your actions.
- Your letter has to be considerate and respectful.
- What was your role in the offence that brought you to the attention of the police?
- What started the incident and why?
- What were you thinking about at the time?
- How did you family/guardians feel about your behaviour?
- How do you feel about your behaviour?
- What have you thought about since?
- How has the store been affected by what you have done? In what way?
- How would you feel if someone did the same thing to you?
- What do you think you need to do to make things better?
- What will you do if you find yourself in a similar situation in the future?

It is important that your letter is neat and tidy. Otherwise it may look like you don't mean what you are saying.

