

# WRITE A LETTER OF APOLOGY

THINK ABOUT WHO YOU ARE WRITING THE APOLOGY LETTER TO  
ANSWER THE FOLLOWING QUESTIONS:

- ❖ Explain what your citation was for and list at least 3 reasons why what you did was wrong?
- ❖ How did you harm the person you are writing your letter to? (how have they suffered emotionally/physically or financially? directly or indirectly? Put yourself in the other person's place. How might they have felt?)
- ❖ How do you feel about the harm you have caused this person?
- ❖ How do you plan to repair the harm?
- ❖ What have you learned from this experience? How have you changed your attitude and beliefs so that you do not choose to do wrong again?

## Guidelines

Address your letter (ex. Dear \_\_\_\_\_,)

This is to be a personal letter not a form letter

If more than one person needs an apology letter, write out each one individually

**Handwritten**- legible, single spaced, 8.5 x 11 paper Must be neatly presented not a torn piece of paper with frayed edges.

Must be at least 200 words with no repetitive phrases.

Sign your letter

You will turn in your letter to HEB Teen Court by mail or by taking a picture and emailing it to [teen.court@bedfordtx.gov](mailto:teen.court@bedfordtx.gov)

HEB Teen Court  
2000 Forest Ridge Drive  
Bedford, TX 76021

You can receive up to 3 hours of community service