**Name:**

**800 Number:**

**Apology Letter**

Write an apology letter to the person or people affected by your behavior or choices using the guidelines below.

Apologies are expression of remorse and the willingness to take responsibility for a transgression.  They must be sincere if they are to be taken seriously.  Apologies are an important way to repair community relationship and restore trust between parties.  Apologies should be written (not verbal), and approved before sending to an Impacted Party. The letter should be one page long with 1" margins and size 12 Times New Roman font. Send the letter to the assigned housing staff member for approval.

Apology letters should contain the following elements:

* What Happened
	+ A description detailing the ***harm*** caused by the incident.  This shows that you understand the harmful consequences of your behavior.
* My Role
	+ An acknowledgement that you are ***responsible*** for the incident. The recipient needs to know that you understand what happened and why it was hurtful to them. Watch out for expressions that deny your involvement in the incident, displaces the blame onto someone else, or disregards the seriousness of the incident.
* How I Feel
	+ An expression of ***remorse*** or regret in causing harm
* What I Won’t Do
	+ A statement of commitment ***to responsible behavior*** and causing no further trouble.
* What I Will Do
	+ A statement of commitment to make ***amends*** for the harm caused