

## Formal Apology Letter

Each of us has, at one time or another, said or done something that we wish we hadn't said or done. Rather than dwell on the mistake we should take quick action to remedy the problem and then get on with life.

1. Start the letter by saying that you are sorry to the recipient.
2. Next you should give an explanation as to what went wrong.
3. To close off the letter you should apologize again.

**TIMING** - Write the apology letter as soon as possible.

**ACTIONS** - Rather than focusing on the damage you have caused, write about things you will do to rectify the situation.

**BRIEF** - Keep your apology letter short and to the point.

**LANGUAGE** - Choose your words carefully and express yourself clearly and simply.

**TONE** - Your apology letter should be considerate and respectful.

**BLAME** - Take full responsibility for what you have done.

Your Name  
123 Your Street  
Victoria, B.C.  
Your Postal Code

Date

Name of the person  
Their Street  
Victoria, BC, Their Postal Code

Dear Mr./Mrs./Ms.

"I apologize for ..... (State what you did – detailed account of the situation)".

Acknowledge the effect those actions had on the victim (i.e. hurt or damage done).  
Take responsibility for the situation.

Recognition of your role in the event.

How those effects on the victim will alter your future behavior. "In the future I will ..... because I know now the affect I can have on people's lives". What will you do differently in the future?

Ask for forgiveness.

Sincerely,

*Signature*

Your Name