

Apology Letter Guidelines

As part of your contract requirement, you are to write a letter of apology to the victim(s) as instructed in your contract.

The apology letter is to be a genuine and thoughtful reflection and follow these guidelines:

- Apology Letter **must** be at least one page long.
 - The letter can be hand written or typed.
 - If it is typed, it needs to be 12 point font and double spaced.
 - If it is hand-written, it must be legible.
 - The letter must be written on 8 _ x 11 sheet of paper. The paper must clean and not be torn, wrinkled or soiled in any way.
- The Letter must contain **at least three paragraphs**.
 - Each paragraph needs to be **three** to **six** sentences long.

The minimum requirements of the apology letter needs to cover:

- 1- Introduce yourself and give a detailed account of the situation
- 2- Acknowledge the hurt or damage done
- 3- Take responsibility for your actions
- 4- Address what could you have done differently
- 5- Talk about what you have learned from the experience
- 6- Add your own thoughts and feelings about any remorse you have and how you hope to repair the harm that was caused

Your CRJ case worker will review the apology letter to see that each point in these guidelines is addressed. If the case worker feels that all points in the guidelines outlined above are not met, your letter will be returned to you to be re-written.

Your contract requirements will be met only when the apology letter meets the above guidelines and is approved by your case worker. Victims will receive only those apology letters that meet the above guidelines.

If you have any questions or need further clarification about your apology letter, please see your CRJ case worker.