

Due Date: _____

How to Write an Apology Letter

(See Page 2 for an example form)

The apology letter contains five main parts.

1. **The Heading:** This includes the address, (send in care of the District Court), line by line, with the last line being the date. Skip two lines after the heading. The heading is indented to the middle of the page.

2. **The Greeting:** The greeting always ends with a comma. The greeting should be formal, beginning with the word “dear” and using the person’s name, title or name of store or place.

Examples: Dear Wal-Mart Employees, Dear Sir, Dear Officer Smith, ...

3. **The Body:** Also known as the main text. This includes the message you want to write. Normally in an apology letter, the beginning of each paragraph is indented, or instead you may skip a space between paragraphs. Skip a line after the greeting and before you close. This body must also include the following:

- ◆ Apologize for your actions.
- ◆ Explain what you have learned.
- ◆ Explain why this will never happen again.
- ◆ Other things you feel are important and appropriate.

4. **The Complimentary Close:** This short expression is always a few words on a single line. It ends in a comma. It should be indented to the same column as the heading Skip one to three spaces (two is usual) for the signature line.

Example: Sincerely, Yours Truly, ...

5. **The Signature Line:** Sign Your Name. Your signature should be indented to the same column as the close. The signature should be written in blue or black ink.

- * **This letter is to be written neatly in blue or black or it may be done on a typewriter or computer.**
- * **Spelling, punctuation and grammar MUST be correct.**
- * **Your probation officer will return your letter for improvement if it is not done correctly.**

