

Guidelines for a letter of apology/reflection

Date

Dear NAME (person or business name)

(If you're not sure of the name, check with the mediator handling your case)

1. Write a clear statement of what you have done and take responsibility for your actions.
2. What was going on for you at the time this happened? What were you doing, what were you thinking?
3. Include your understanding of why your actions were wrong or harmful.
4. Include your understanding of the harm you have done to the victim.
5. Have you learned from this experience? If so, what have you learned?
6. How can you explain why you won't do this again?
7. What are your plans for the future?
8. Signature.

Letter of apology must be submitted to Abbotsford Restorative Justice and Advocacy for review and discussion of possible changes before it will be forwarded to the victim.