

APOLOGY LETTER

Dear

Admission: Own it! Describe your behaviors and actions in detail. (No excuses)

Right from wrong: Explore when you pushed forward with that behavior; and what you could have done for a better outcome. Example. (My behavior and words were childish, disruptive, disrespectful, etc.)

Request for forgiveness: I owe you an apology. Example. (I am sorry for what I said, did, etc.)

Impact: Show how your actions have had an impact on others. Example. (I have learned from this experience and understand that others can lose money, time, respect, etc.) Be specific.

What will be different: Make a plan to do whatever it takes. Example. (You can expect better and more appropriate behavior from me in the future.) Be specific.

Relationship status: Example. (Relationships are important to me and I would like to start new with you.)

Please accept my sincere apology,