YOUR DICTIONARY
Does Not Print

Sender's Name Here

Sender's Address

City, State Zip

Insert Date

Addressee Name
Street Address/P.O. Box
City, State Zip

Dear [First Name],

[Express remorse.] Here, specifically state what you are apologizing for. Briefly describe what you did and express regret.

[Take responsibility.] Clearly indicate that you are taking responsibility for your actions, as described above. Do not make excuses; instead, make it clear that you own your role in the situation.

[Make amends.] Offer a way to make things right. Depending on the situation, this may include explaining what happened to someone else or doing something nice for the recipient.

[Provide assurance.] Include a statement designed to reassure the recipient that you will not make the same mistake again in the future.

Regards,

[Your Full Name] [Your Title (if applicable)]