

Apology Letter Template

Write an apology letter that includes the following components:

- ☐ Address the stakeholder(s) you have impacted due to your behavior
- ☐ Identify and own the behavior that put you in this position
- ☐ Acknowledge the hurt you may have caused due to your behavior
- ☐ Identify the function of your behavior
- ☐ Express your apology to the stakeholder(s)
- ☐ Provide three examples of what you have learned from this experience
- ☐ Provide three examples demonstrating what will prevent you from engaging in this type of behavior again
- ☐ Assure the stakeholder(s) this will never happen again
- ☐ Sign the letter as a contract to your apology
- ☐ Write five things you like and respect about the person you bullied; provide evidence to support each of the five