

**LETTER OF APOLOGY**

A letter of apology is part of your agreement from Peer Jury. The agreement states whom the letter should be addressed to. Completed letters should be returned to the Peer Jury Adult Advisor within 1 week of your conference.

If you are having difficulty with the letter, please talk to the Adult Advisor for assistance.

A letter of apology should include:

**Name of person**

**Date**

Dear...

I was responsible for (doing what)

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I am sorry because (explain why)

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Since the incident I have learned (explain)

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My experience in *PEER JURY* and the agreement I completed has taught me that

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I realize the effect of my action on (who was harmed)

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And I regret (what)

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Sincerely,