



## **Apology Letter Instructions**

1. Explain what happened. Do not try to explain why or blame anyone else.
2. State how your actions hurt the victim. Put in your own words how you believe the victim must feel about what happened to them.
3. Put in your own words why this was wrong (no curse words please).
4. Apologize to the victim for what you did.
5. State what you have learned and how you are changing your life as a result.
6. Give the original letter to your caseworker.



**JDAP PROGRAM APOLOGY FORM**

Attn: \_\_\_\_\_

Sincerely, \_\_\_\_\_

Date: \_\_\_\_\_



## Essay Instructions

1. The essay must be no less than 500 words.
2. The essay can be submitted handwritten or typed.
3. Utilize your own words. Plagiarized will not be accepted.
4. No profanity please.
5. State what you have learned and how you are changing your life as a result.
6. The topic must be agreed upon by the youth and case manager.
7. Submit the final essay to your caseworker by the agreed upon deadline.

**Topic :** \_\_\_\_\_



## ESSAY FORM

Name: \_ \_ \_ \_ \_

Date: \_ \_ \_ \_