



**Letters can be dropped off at your Diversion Officer's office or
given to your Diversion Board**

**Twin Falls County Juvenile Probation
650 Addison Ave. W. Ste 3100
Twin Falls, ID 83301**

**If you are concerned about your handwriting, you can email a Word or Google
Docs document to your Diversion Officer/Coordinator with the
Subject Line: LOA + Your Name**

Due Date:_____

Victim Name:_____

Your letter MUST include all of these criteria or it will not be approved

Please ensure no religious content or personal contact information is included in the letter,
and all letters are on a clean, non-torn piece of paper

GUIDELINES FOR AN APOLOGY LETTER

As part of your Probation / Diversion, you have been ordered to write a letter of apology to the victim(s) of your offense(s). Writing this letter will provide you with an opportunity to take responsibility for your actions, understand the effects it had on others, and to apologize for your behavior. Please follow the format below, keeping in mind that the victim(s) will be receiving this letter. If the letter is not written appropriately and is not legible, (can be handwritten or typed), you will be asked to rewrite it until it has been done correctly.

1. Points to consider for an appropriate apology letter:

- a. Demonstrate regret for your actions, not just regret for getting caught.
- b. Do not ask the victim to forgive you or place any other expectations on the victim.
- c. Think about what have you learned from this; how will you change the way you think and behave in the future?
- d. Keep in mind why it's important to remain law-abiding.
- e. Remember the emphasis of the apology letter should be on the victim's losses, not on the losses you have suffered by your actions.
- f. Is this the letter you would like to receive if you were the victim of this same offense?

2. At a minimum, the apology letter should include the following statements:

- a. "Dear," (write the victim's name or Dear Victim)
- b. "I did....." (take responsibility for your actions, avoid excess detail, do not blame the victim)
- c. "I'm sorry for...." (do not offer excuses)
- d. "I think this made you feel...." (describe the impact of your offense on your victim and the community)
- e. "This has affected my family and me by....." (in 1-2 sentences, briefly describe the consequences for yourself and your family)
- f. "This is what I'm doing...." (explain what you are doing to repair the harm/damage you caused)
- g. End your letter with "Sincerely, (write first name only)