

APOLOGY LETTER

1. State who you are, the offense you committed (ex. Theft 3, Harassment, etc.) and the date of your offense.
2. Explain how you feel about the act you have committed and the consequences you have received at home, and from the juvenile department, for your criminal act.
3. Explain what you will do differently if you are ever in the same situation in which you committed the criminal act.
4. State your apology. An apology is more than “**I am sorry.**” It is about admitting you are wrong for taking certain actions and finding out how you can make it right for the victim. You need to suggest how you are going to make some changes to avoid new victims in the future.
5. Discuss how your action has affected not only you, but also your family, friends, police, juvenile department, etc. You should also discuss how you’re actions may have effected your victim.

*Remember that you are the owner of your actions and choices. You need to let the victim know how you will be more responsible in the future. If you have any questions please call **(503) 623-2349**.

You can turn it in person, email it to your PO, or mail it to the following address:

**Polk County Juvenile Department
820 SW Church Street, Suite 101
Dallas, OR 97338**