

MANY TIMES A SIMPLE "SORRY" JUST DOESN'T DO IT!
POWERFUL APOLOGIES may include...

1. *What Happened:*

A description detailing the *harm* caused by the offense. This shows that you understand the harmful consequences of your behavior.

2. *Your Role:*

An acknowledgement that you were *responsible* for the offense. Be careful to not include expressions that deny, displace, or minimize responsibility.

3. *How You Feel:*

An expression of *remorse* or regret in causing harm.

4. *What You Will Do:*

A statement of commitment to make *amends* for the harm caused.

5. *What You Won't Do:*

A statement of commitment to *responsible behavior* and causing no further trouble.

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