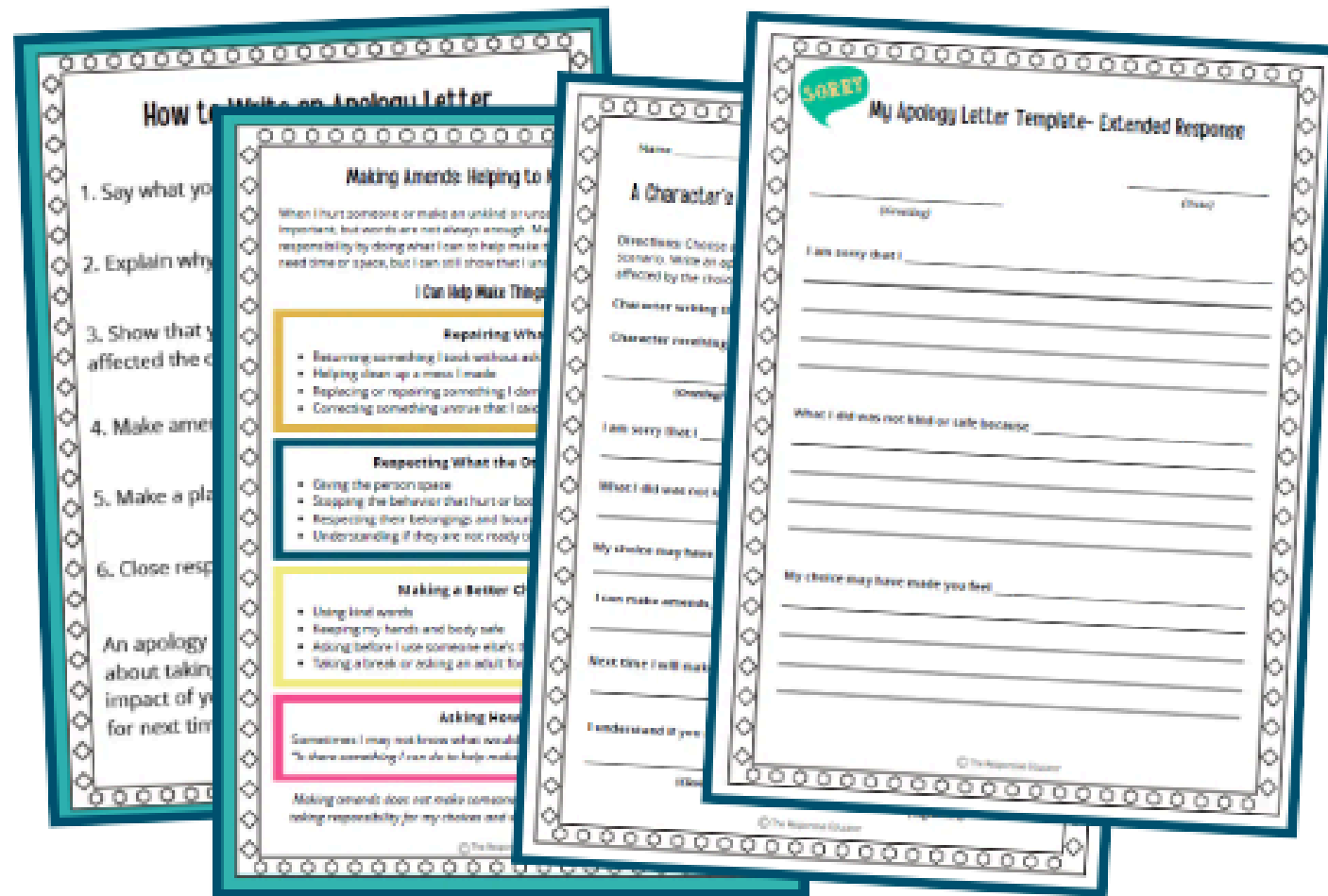




Student Apology Letter Templates

Apologizing & Making Amends

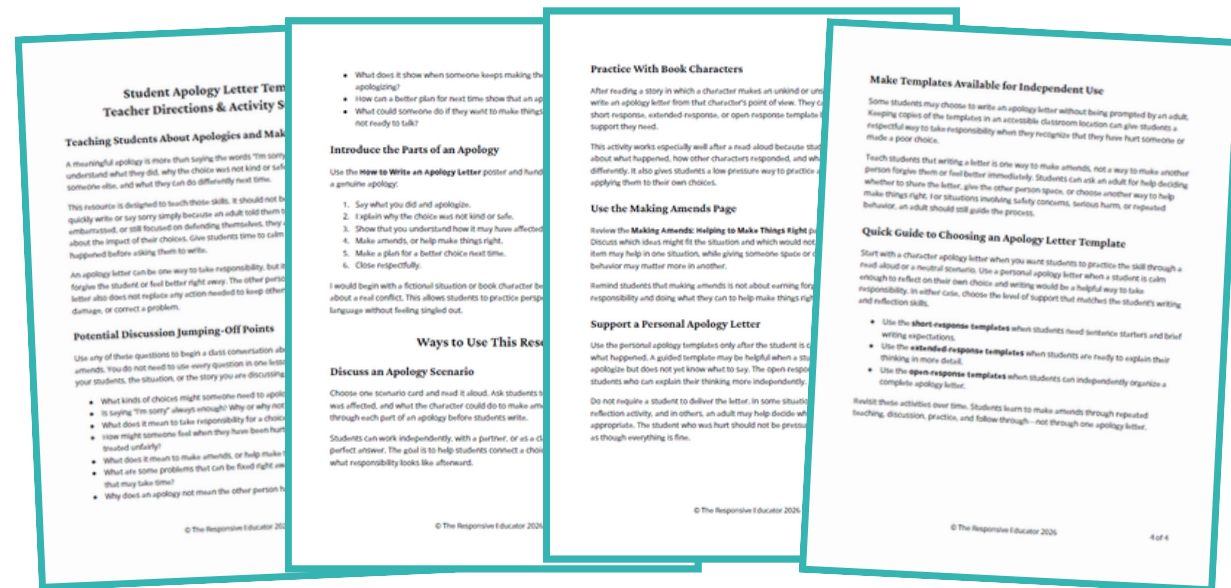
Teach Students to
Take Responsibility,
Understand the Impact,
and Make Things Right



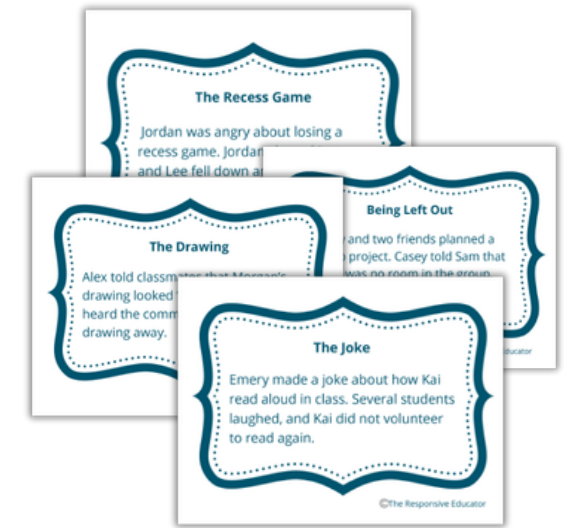
SCROLL
to take a look inside!

Character + Personal Templates
Scenario Cards + Visual Aids

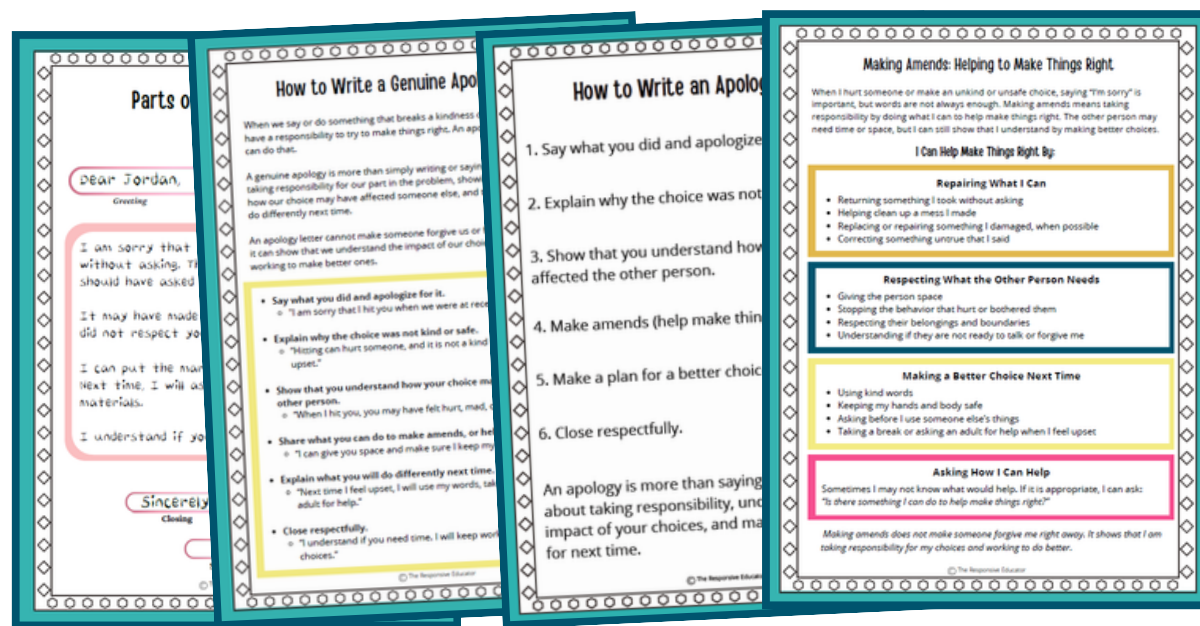
What's Included:



Teacher Directions & Activity Suggestions



Character Apology Letter Templates & Scenarios



Personal Apology Templates

Color & Low-Ink Visual Aids

CLEARLY TEACH THE PARTS OF APOLOGIES

Help Students Learn What to Include

- 1 Say what happened and apologize
 - 2 Explain why the choice was not kind or safe
 - 3 Understand how it affected someone else
 - 4 Make amends
 - 5 Make a plan for next time
- ★ Respect that the other person may need time

How to Write a Genuine Apology Letter

When we say or do something that breaks a kindness or safety boundary, we have a responsibility to try to make things right. An apology letter is one way we can do that.

A genuine apology is more than simply writing or saying, "I'm sorry." It means taking responsibility for our part in the problem, showing that we understand how our choice may have affected someone, and thinking about what we can do differently next time.

An apology letter cannot make someone feel better. It can show that we understand the impact of our choice and are working to make better ones.

- Say what you did and apologize
 - "I am sorry that I hit you when you were upset."
- Explain why the choice was not kind or safe
 - "Hitting can hurt someone, and it made you feel upset."
- Show that you understand how it affected the other person.
 - "When I hit you, you may have felt scared or sad."
- Share what you can do to make things right.
 - "I can give you space and time to feel better."
- Explain what you will do differently next time.
 - "Next time I feel upset, I will ask an adult for help."
- Close respectfully.
 - "I understand if you need time."

A Character's Apology Letter Template- Short Response

Directions: Choose a character who made an unkind or unsafe choice in a story or scenario. Write an apology letter from that character's point of view to someone affected by the choice. Include the parts of a genuine apology letter.

Name _____ Date _____

Character writing the letter _____

Character receiving the letter _____

(Greeting) _____

I am sorry that I _____

What I did was not kind or safe because _____

My choice may have made you feel _____

I can make amends, or help make things right, by _____

Next time I will make a better choice, such as _____

I understand if you need time.

(Closing) _____ (Signature) _____

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PRACTICE BEFORE IT IS PERSONAL

Build the Skill Through Stories and Scenarios

Use book characters and apology scenarios to practice perspective taking and apology language without putting students on the spot about a personal conflict.

The image shows three templates for writing apology letters, each with a decorative border and a pencil icon in the top right corner.

Template 1: A Character's Apology Letter Template- Short Response

Name _____ Date _____

Directions: Choose a character who made an unkind or unsafe choice in a story or scenario. Write an apology letter from that character's point of view to someone affected by the choice. Include the parts of a genuine apology letter.

Character writing the letter _____

Character receiving the letter _____

(Greeting) _____

I am sorry that I _____

What I did was not kind or safe because _____

My choice may have made you feel _____

I can make amends, or help make things right, by _____

Next time I will make a better choice, such as _____

I understand if you need time.

(Closing) _____ (Signature) _____

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Template 2: Apology Letter Template- Extended Response

Name _____ Date _____

Character who made an unkind or unsafe choice in a story or scenario. Write an apology letter from that character's point of view to someone affected by the choice. Include the parts of a genuine apology letter.

Character writing the letter _____

Character receiving the letter _____

(Greeting) _____

I am sorry that I _____

What I did was not kind or safe because _____

My choice may have made you feel _____

I can make amends, or help make things right, by _____

Next time I will make a better choice, such as _____

I understand if you need time.

(Closing) _____ (Signature) _____

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Template 3: Blank Template

Name _____ Date _____

Character who made an unkind or unsafe choice in a story or scenario. Write an apology letter from that character's point of view to someone affected by the choice. Include the parts of a genuine apology letter.

Character writing the letter _____

Character receiving the letter _____

(Greeting) _____

I am sorry that I _____

What I did was not kind or safe because _____

My choice may have made you feel _____

I can make amends, or help make things right, by _____

Next time I will make a better choice, such as _____

I understand if you need time.

(Closing) _____ (Signature) _____

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The image shows four scenarios for writing apology letters, each with a decorative border and a pencil icon in the top right corner.

The Recess Game

Jordan was angry about losing a recess game. Jordan and Lee fell down at _____

The Drawing

Alex told classmates that Morgan's drawing looked like a drawing away. _____

Being Left Out

_____ and two friends planned a project. Casey told Sam that _____ was no room in the group.

The Joke

Emery made a joke about how Kai read aloud in class. Several students laughed, and Kai did not volunteer to read again.

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Use the Scenario Cards

12 Ready-to-Use Apology Scenarios

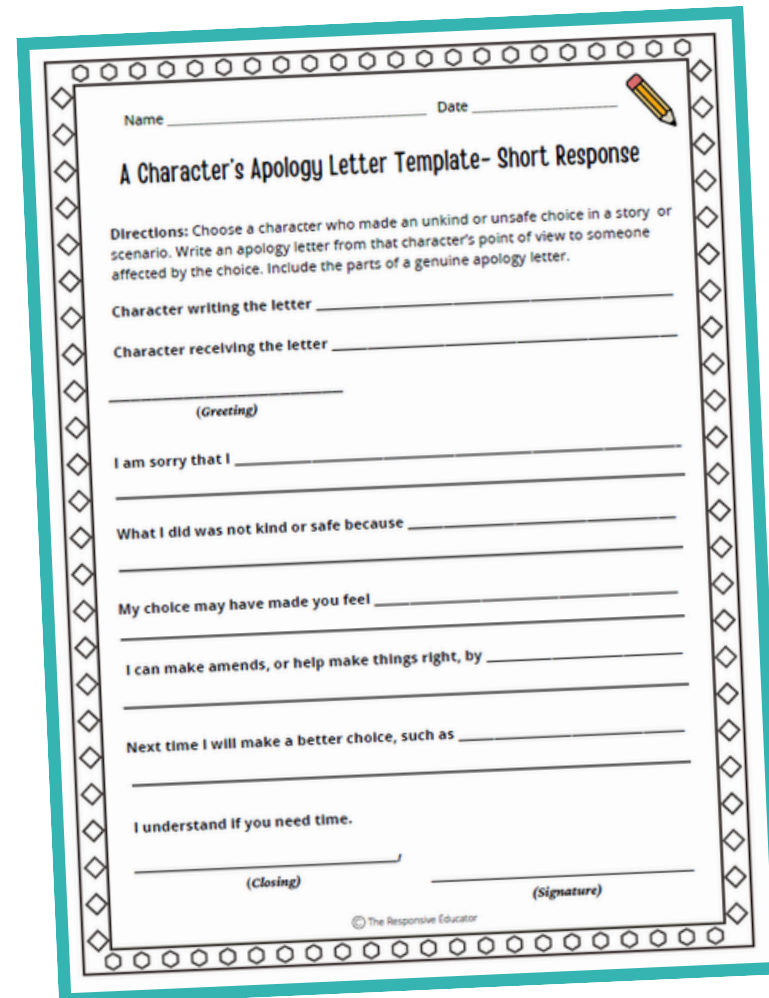
- Discuss a scenario as a class or small group
- Identify the choice, the impact, and a possible way to make amends
- Use the scenario with a character apology-letter template



Character Apology Templates

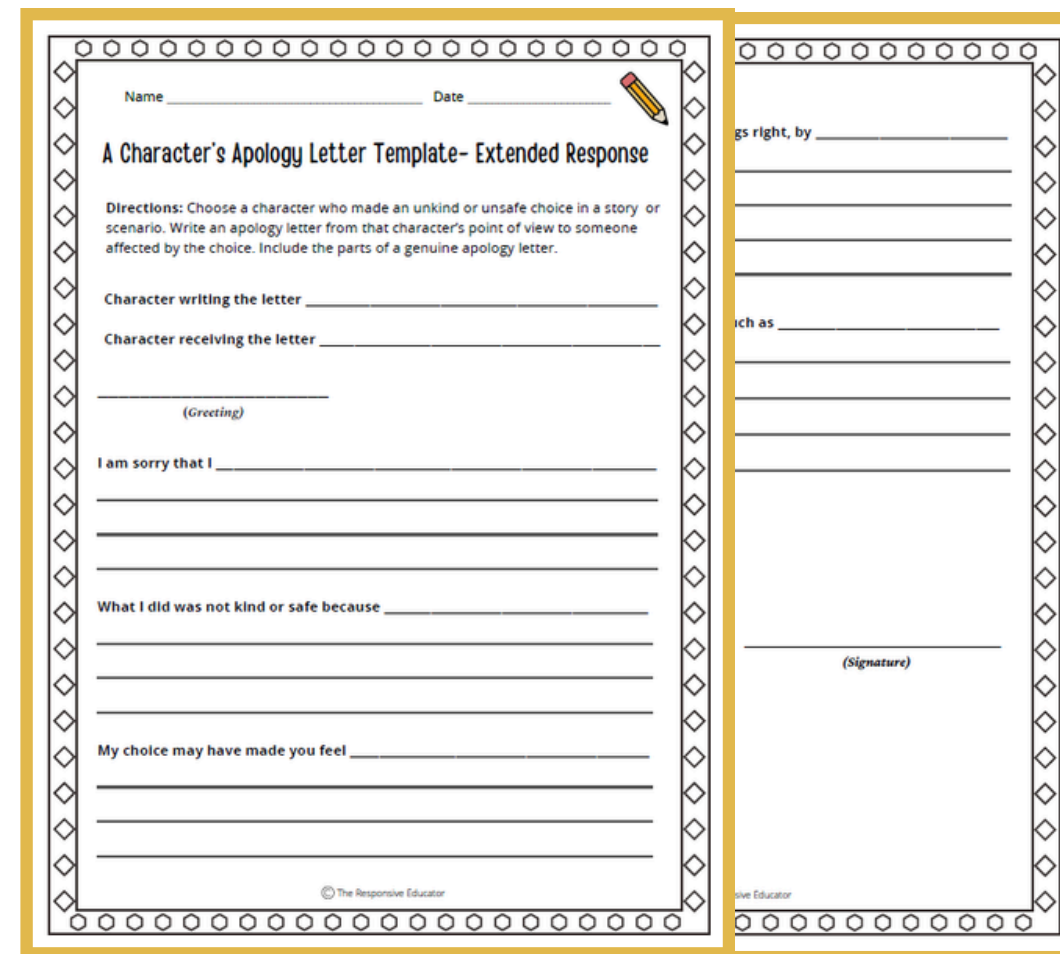
Use With Any Story or Scenario

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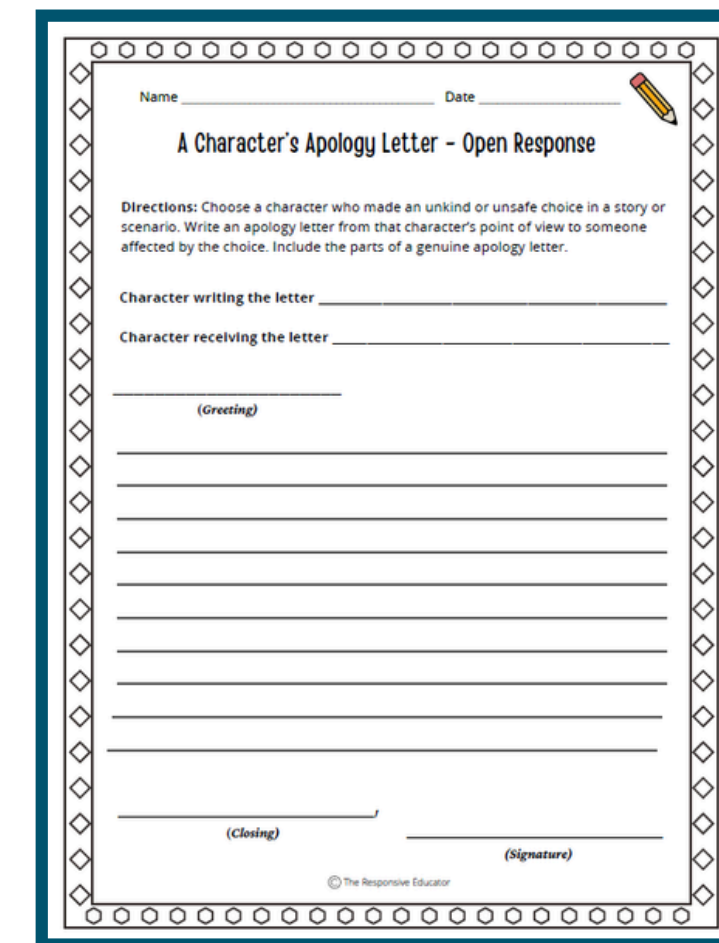
This template is designed for a short response. It includes fields for Name and Date, followed by a title. The directions instruct students to choose a character and write an apology letter from their perspective. The form contains several lines for writing, including sections for the character's name, the recipient's name, a greeting, the apology itself, the reason for the choice, the feelings of the recipient, the writer's plan to make amends, and a closing statement. It also has a signature line.

Short Response



This template is designed for an extended response. It includes fields for Name and Date, followed by a title. The directions are the same as the short response template. The form provides more lines for writing, including sections for the character's name, the recipient's name, a greeting, the apology itself, the reason for the choice, the feelings of the recipient, the writer's plan to make amends, and a closing statement. It also has a signature line.

Extended Response



This template is designed for an open response. It includes fields for Name and Date, followed by a title. The directions are the same as the other templates. The form provides a large area for writing, including sections for the character's name, the recipient's name, a greeting, the apology itself, the reason for the choice, the feelings of the recipient, the writer's plan to make amends, and a closing statement. It also has a signature line.

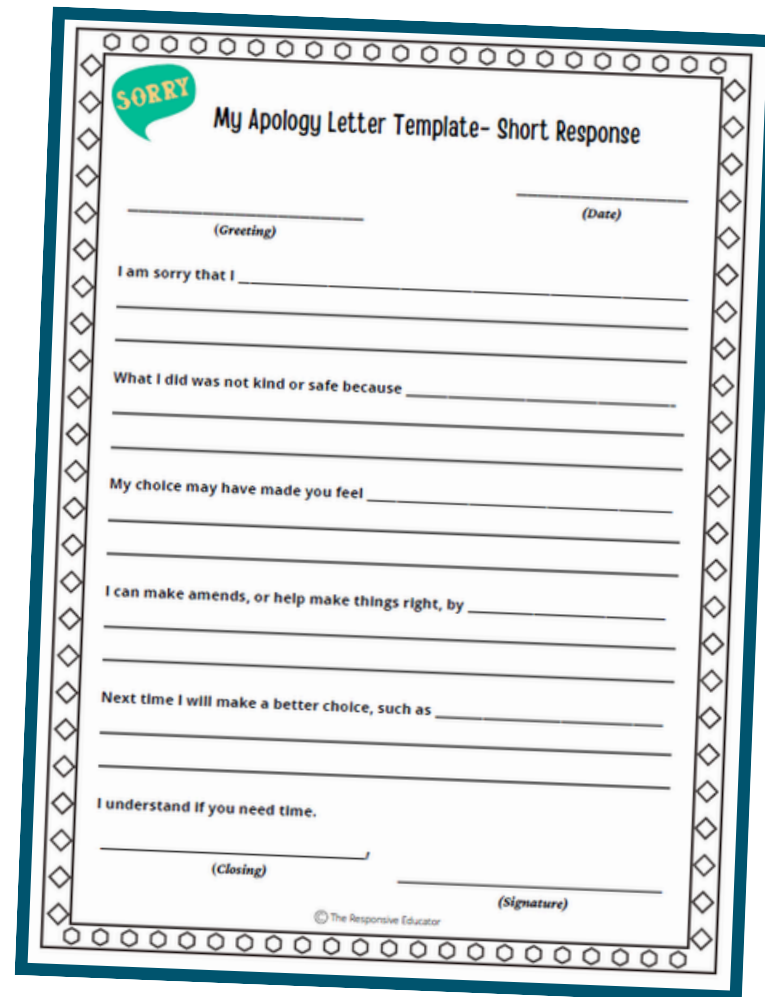
Open Response

Students write from a character's point of view to someone affected by the character's choice

Personal Apology Templates

Scaffold Personal Reflection When It Is Helpful

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A short response apology letter template with a blue border. It includes a 'SORRY' speech bubble, a title, and fields for greeting, date, and signature. The body contains five prompts: 'I am sorry that I', 'What I did was not kind or safe because', 'My choice may have made you feel', 'I can make amends, or help make things right, by', and 'Next time I will make a better choice, such as'. It also includes a closing line 'I understand if you need time.' and a signature line.

Short Response



An extended response apology letter template with a teal border. It includes a 'SORRY' speech bubble, a title, and fields for greeting, date, and signature. The body contains five prompts: 'I am sorry that I', 'What I did was not kind or safe because', 'My choice may have made you feel', 'I can make amends, or help make things right, by', and 'Next time I will make a better choice, such as'. It also includes a closing line 'I understand if you need time.' and a signature line.

Extended Response



An open response apology letter template with a pink border. It includes a 'SORRY' speech bubble, a title, and fields for greeting, date, and signature. The body contains five prompts: 'I am sorry that I', 'What I did was not kind or safe because', 'My choice may have made you feel', 'I can make amends, or help make things right, by', and 'Next time I will make a better choice, such as'. It also includes a closing line 'I understand if you need time.' and a signature line.

Open Response

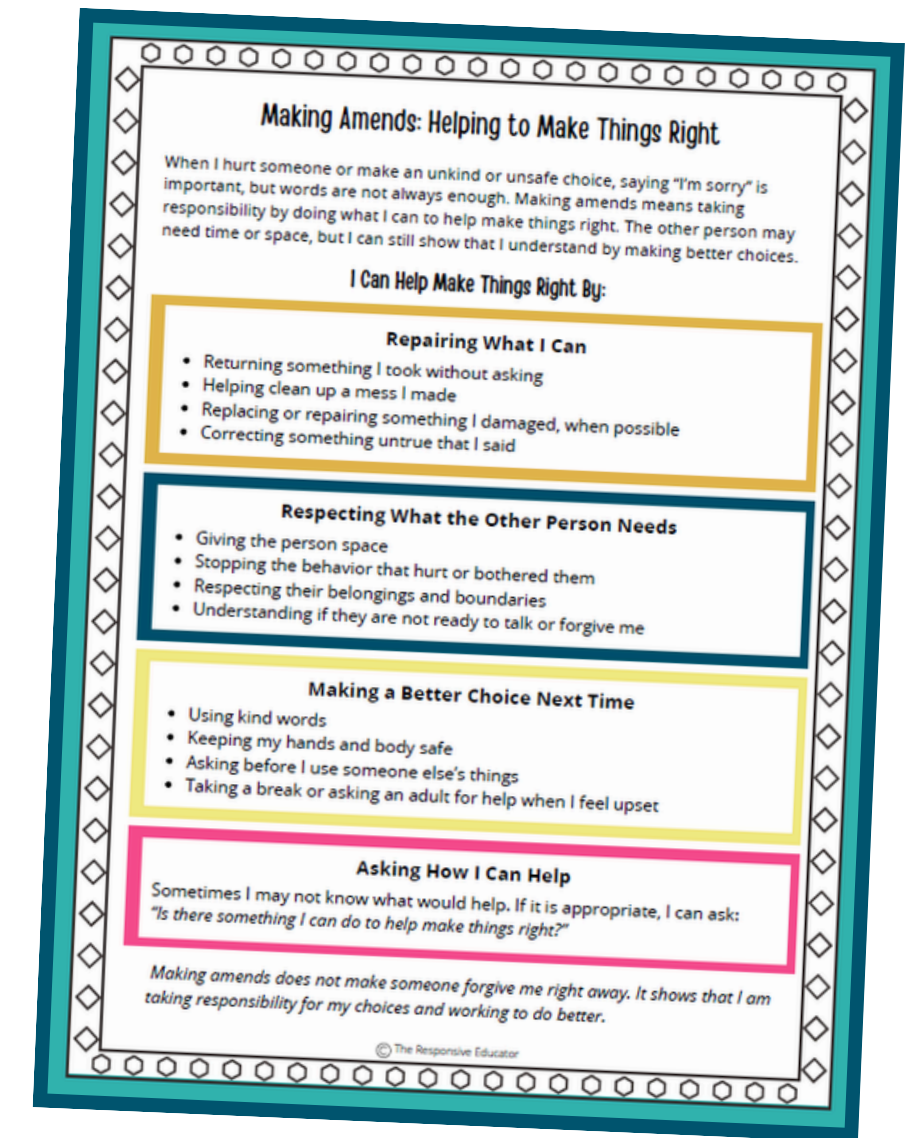
➤ ***Teach that a written apology does not require immediate forgiveness or a response.***

Teach Making Amends

Help Students Think Beyond the Letter

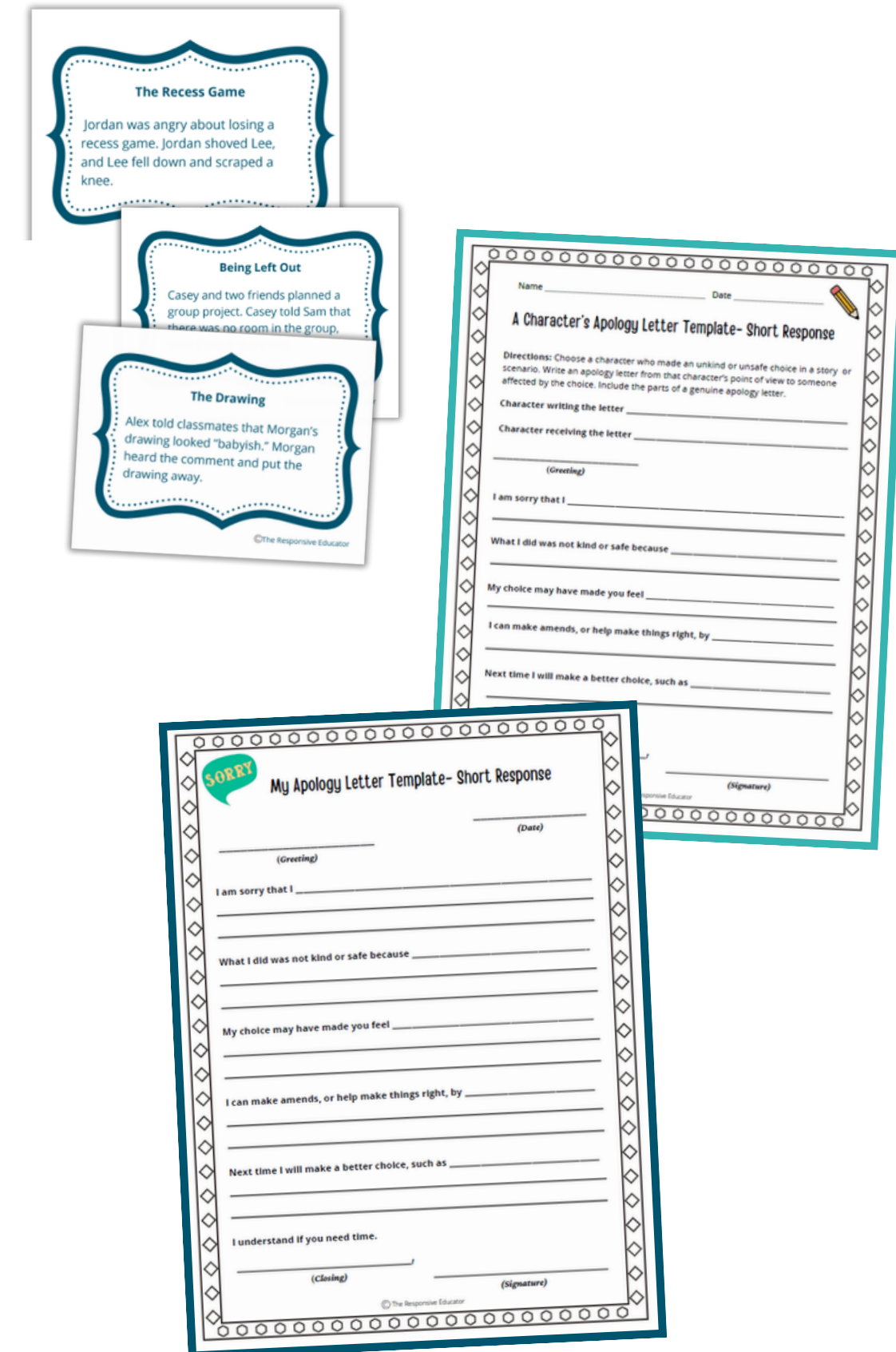
Making amends means doing what you can to help make things right. That may mean:

- ✓ repairing what you can
- ✓ giving someone space
- ✓ respecting boundaries
- ✓ and/or changing the behavior next time



Ideal For:

- ★ Whole-class SEL lessons and discussions
- ★ Read-aloud follow-up and character analysis
- ★ Small-group social-skills or behavior support
- ★ Scenario-card practice with partners or independently
- ★ Personal reflection when a student is ready



Support for Students, Teachers, and Classrooms



Students

Practice responsibility and perspective taking



Teachers

Ready-to-use visuals, prompts, and templates



Classrooms

Shared language for repair and better choices