Apology letter

Write in the blanks. The small words under each line tell you what to reach for — cross out any line that does not fit.

Scan to write this letter online — free, no account.

Dear _____,
their name

What I did was _____.
name it plainly — no euphemism, no passive voice

What it cost you was _____.
the effect, in their terms

At the time I thought _____. What I understand now is _____.
what you thought *what changed*

The specific thing I am changing is _____.
the change, not a promise to do better

The next time I feel the same pull, I will _____.
the actual mechanism

You do not owe me a reply to this.

_____
Your name