

APOLOGY SCRIPT

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STEP
1

ACCEPTANCE

Accept your mistake

“I know I’ve hurt you”

“I take responsibility for my mistake”

“I realize that my actions hurt you”

STEP
2

ACKNOWLEDGEMENT

Acknowledge their pain

“I realize I hurt you”

“I acknowledge the pain I am causing you”

“I see how my mistake hurt you”

STEP
3

APOLOGY

Apologize for the pain
your mistake has caused

“I am so sorry for what I have done”

“I sincerely apologize for hurting you”

“Will you forgive me”

STEP
4

ACTION

Action towards a solution

“I will wait until you are ready”

“This is how I plan to change...”

“I will be more mindful when...”