

# thank you



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# A PROPER APOLOGY

A sincere, well-meaning and honest apology can really go a long way towards rebuilding trust after a betrayal.

Be truthful and admit what you've done wrong, who was hurt and how

List three ways that your actions are inconsistent with the person you want to be and be seen as

Affirm that you are better than your behavior and extend forgiveness to yourself

Make amends with anyone who was hurt in the situation and ask for forgiveness

Ask for forgiveness from the Universe or your Higher Power and make any societal or charitable amends that you feel you need to make



This apology process is originally based on Ken Blanchard's One Minute Apology

## AN APOLOGY TO BUILD TRUST

**My dear friend/lover/child/parent**

I feel a deep sense of urgency to apologize to you for what I have done wrong.

I am truly sorry for the harm/hurt/wrong I caused you when I...

My behavior and actions were completely unacceptable, because...

It damaged/potentially damaged you because...

This is not aligned with the person I am because...

I am a better person than my behavior portrayed me to be at that time. If I'd truly been myself I would have done the following differently...

I made a huge mistake, one I promise you I will not repeat in future. In future, how I will behave is...

If I need assistance in making that change I will get it from...

I ask for your mercy compassion and forgiveness. I ask your forgiveness for the hurt and damage I caused you and I commit to never do that again. I humbly ask your mercy and forgiveness.



FORGIVENESS IS ASKED FOR THREE TIMES BECAUSE UNDER JUDAIC LAW, WHEN YOU HAVE ASKED FOR FORGIVENESS THREE TIMES, YOU HAVE FULFILLED YOUR OBLIGATION TO SEEK FORGIVENESS FOR YOUR WRONGDOING

## OPEN YOURSELF TO TRUST AND FORGIVENESS

**My dear friend/parent/lover/child**

Thank you for your apology and for the courage it took for you to apologize to me.

Your actions hurt me, deeply in some cases. I feel betrayed, angry, disappointed, forgotten and unimportant, and it shook my world to feel like that around you when I always feel so secure.

I don't know how to trust you yet and I want to trust you because I want our relationship to work. You are my companion and friend and life would be unbearably lonely without you.

I am open to forgiving you and trusting you again and I ask my system and the Universe/my Higher Power to support me in that decision, to help me choose for peace and forgiveness in this situation.

I want to trust you again and I want us to reach a new level of closeness, trust, bonding and intimacy.

I will watch your actions closely, looking for proof of your future changes and using them to reassure myself that this stage of our life is behind us.

I accept your apology. I'm sorry for any part I played in this. I love you. I forgive you.

I forgive you. I forgive you. I forgive you.



# categories



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Life Coaches Toolbox has a number of free diagnostic tools and resources that coaches, trainers, mentors and managers can use with clients, or that you can use on your own.

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