

	To:	D	ate:		
	From:		Subject:		
+	□ I made a mistak	e □It was my fa	ult □I was w	rong take re	sponsibility
	Describe what you did				
+	I'm sorry for	ype of violation			
	□ assuming □ avoid	omment other	:		
+	It was type of im	pact			
	 □ betraying □ condescending □ demeaning □ disrespectful □ harmful □ hum □ invalidating □ irresponsible □ mean □ rude □ untruthful other: 				
+	In the future	commit to change			