

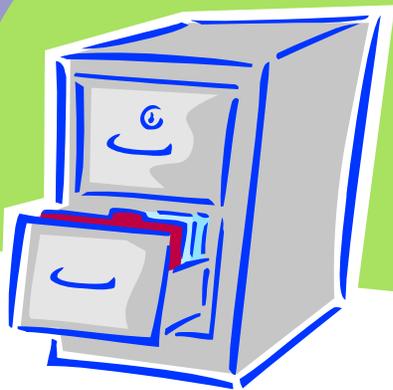
The Apology Letter Bank

The Apology Letter Bank is where all apology letters written by offenders to victims are held until the victim requests to see them.

Victims who wish to receive an apology letter from an offender may contact

The Victim Services Program (802) 241-2309

or submit a Request for Apology Notification Request Form (see reverse side)



Victim Services Program
Vermont Department of Corrections
103 South Main Street
Waterbury, Vermont 05671-1001

The Apology Letter Bank

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Vermont Department of Corrections
103 South Main Street
Waterbury Vermont 06571-1001
(802) 241-2309



The Apology Letter

An apology letter is one tool that an offender can use to show the victim that he/she understands the harm that has been caused by the crime and is taking responsibility for it.

An Apology Letter might be written as part of an offender's case plan, as part of a treatment exercise or at the victim's request.

Every Apology Letters will be reviewed by the case worker, or treatment provider and a member of the Victim Services Program staff before being filed in the Apology Letter Bank

An Apology Letter should never be used to ask for forgiveness or a pardon, or to make excuses for the crime. Such letters will be returned to the offender and may be re-submitted and filed in the Apology Letter Bank, after changes have been made.

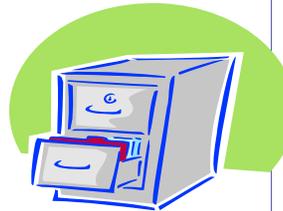
Once a letter has been reviewed and is determined to be appropriate, it is filed in the Apology Letter Bank.

The Letter Bank

An offender's apology letter is forwarded to the victim only if there is an Apology Letter Notification Request Form on file with the Victim Services Program or if the victim makes a verbal request.

Registered victims who wish to receive an apology letter will be contacted when an apology letter has been filed in the Apology Letter Bank.

Victim Services will make arrangements with the victim for how he/she wishes to have the contents of the letter shared.



For further information about the Apology Letter Bank or any other services offered by the Vermont Department of Correction's Victim Services Program please call:

Apology Letter

Notification Request Form

Yes, I would like to be notified if the Victim Services Program receives an apology letter addressed to me.

Name: _____

Address: _____

Telephone (daytime) _____
(Evening) _____

Offender Name: _____

Offender's date of birth _____

Offense: _____

Date of Crime _____

Name and phone number of another person who may be able to help us contact you:

Signature: _____

Date: _____

Mail completed Request Form to:
Victim Services Program Apology Letter Bank
103 South Main Street
Waterbury, Vermont 05671-1001

Phone: 802 241-2309

Fax: 802 241-2377