

FORM 2:

SAMPLE APOLOGY AND UNDERTAKING

To: [Claimant]

Dear Sir

On [date], I published a [letter / article / online post] **OR** I said words to the effect of [set out the substance of the words complained of].

I would like to retract what I [published / said] and withdraw all imputations upon you.

I acknowledge that there was no basis for what I [published / said] and I apologise to you for having [published / said] them.

In consideration of you not commencing legal proceedings against me for the abovementioned publication / words complained of:

- (a) I extend the above apology to you;
- (b) I undertake not to repeat those words or words to that effect in the future;
- (c) [If applicable] I will pay to you the sum of _____ as monetary damages by [date]; and
- (d) (Any other remedy sought by the claimant or offered by the potential defendant).

Yours faithfully

[Signed off by potential defendant]