



Communities for Restorative Justice

Michael Jones
2 Center Street
Anywhere, MA 01010

May 22, 2028

Dear Mr. Jones:

The District Attorney's Office Juvenile Diversion Program and Commonwealth Police Department have referred to us an incident that occurred on May 12, 2028, and resulted in the charge(s) of breaking and entering. The police department may have mentioned to you a possible referral to our program. Once we have confirmation that the person responsible for the harm intends to participate, we will be in touch with you to introduce ourselves and to learn about what you would like or need to make things as right as possible.

Our nonprofit agency offers a restorative justice "circle" process that invites those responsible, and those affected, to learn about the crime and seek repair. It's voluntary for all parties, confidential, and safe. You will have the chance to ask questions, say how you have been affected, and seek repair that is meaningful to you. We help monitor that repair – whether financial restitution, apology, service, etc. – to ensure that your needs are met. You can learn more about restorative justice and our program at www.c4rj.org. Click the "I'm Affected by Crime" drop-down menu for specific information.

Once the person responsible has agreed to participate in the process, you have a number of options:

- You may still choose, in cooperation with the police, to file a criminal complaint and go forward with a court proceeding. In this instance, we will step back and close the matter.
- You can participate, in person, in a restorative process and meet face to face with the person(s) who did the harm at a time and place of your convenience, and after brief preparation by our trained personnel. You may bring someone with you as a supporter. While the conversation is respectful, you need not feel conciliatory in order to participate. Many victims come to the process angry, and rightly so.
- You can forego direct participation in the circle but have your story, questions, and wishes presented by someone you select (including one of our trained community volunteers) who will speak with you in advance. You can still opt to receive a letter of apology and/or financial restitution, if applicable.
- You can provide a written or recorded statement that we will present in the circle. You may still opt to receive a letter of apology and/or financial restitution, if applicable.

One of our case coordinators will be in touch with you shortly to explore next steps. If you have questions or concerns in the meantime, please don't hesitate to visit our website (www.c4rj.org) or call us at 978.318.3447.

We are sorry for the harm you've experienced. We look forward to speaking with you.

Sincerely,

C4RJ Program Director
email; tel 978.318.3467; fax 978.318.3442

**If you do not have access to a computer at home or work, please go to your nearest public library to use a public terminal.