

Accidental Damage Explanation

Date: **[Insert Date]**

To: **[Recipient's Name]**

Address: **[Recipient's Address]**

Subject: Explanation of Accidental Damage

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an explanation regarding the accidental damage that occurred to [describe the item or property] on [date of incident].

On [date], while [briefly describe the context of the incident], an unfortunate accident took place that led to [describe the nature of the damage]. I assure you that this was not intentional, and I am deeply sorry for any inconvenience this may cause.

I took immediate steps to mitigate the damage by [describe any actions taken, such as contacting a repair service, etc.]. I understand the importance of [item/property] and am committed to resolving this matter as swiftly as possible.

Thank you for your understanding and patience. Please feel free to reach out if you need any further information or clarification regarding this incident.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]