

# Accidental Damage Incident Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of an accidental damage incident that occurred on [Insert Date of Incident]. The incident involved [briefly describe what was damaged and how it happened].

The details of the incident are as follows:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Description of Damage: [Insert Description]
- Action Taken: [Insert any immediate actions taken]

I sincerely apologize for any inconvenience this may have caused and am committed to ensuring that the necessary steps are taken to resolve the matter. Please let me know if you require any further information or documentation regarding this incident.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]