

# Unintentional Damage Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address an incident that occurred on [insert date of incident]. Unfortunately, during this time, I unintentionally caused damage to [describe the item or property that was damaged].

The circumstances leading to this incident were [briefly explain the circumstances]. I take full responsibility for my actions and am sincerely sorry for any inconvenience or distress this may have caused you.

To rectify the situation, I am prepared to [describe how you plan to resolve the issue, e.g., compensation, repair]. Please let me know how you would prefer to proceed.

Thank you for your understanding. I appreciate your patience as we work through this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]