

# Letter of Explanation and Apology

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inadvertent damage that occurred on [insert date of incident]. [Briefly explain the incident and how the damage occurred].

I understand that this may have caused inconvenience and disappointment. I take full responsibility for the oversight and am committed to rectifying the situation. [Mention any steps you will take to address the damage or offer compensation].

Please know that it was never my intention to cause any harm or distress. I value our [relationship/business/work] and appreciate your understanding in this matter.

Thank you for your patience and understanding. I look forward to hearing from you soon.

Sincerely,

[Your Name]