

Formal Apology Letter for Unintentional Property Damage

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for the inadvertent damage caused to your property on [date of incident]. I deeply regret the incident and want to assure you that it was never my intention to cause harm.

Upon realizing the extent of the damage, I took immediate steps to rectify the situation and have [taken steps/actions, e.g., informed my insurance company, arranged for repairs]. I understand how important your property is to you and I take full responsibility for my actions.

As a gesture of my sincerity, I would like to offer to [compensation or solution, e.g., cover the repair costs, or any other form of remedy]. Please let me know how you would like to proceed.

Again, I apologize for any stress or inconvenience this may have caused you. I appreciate your understanding and patience in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]