

Letter of Explanation regarding Machinery Damage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain the circumstances surrounding the damage to the machinery on [Insert Date of Incident]. As the subcontractor responsible for the operation, I want to provide a detailed account of what transpired and the steps we are taking to rectify the situation.

On [Date], while using [Description of Machinery], an unforeseen event occurred involving [Brief Description of Incident]. This resulted in [Description of Damage]. As soon as we became aware of the issue, we ceased all operations and initiated an assessment of the damages.

We immediately contacted our maintenance team and began repairs. I assure you that we are committed to restoring the machinery to its full operational capacity as quickly as possible. Additionally, we are reviewing our safety protocols to prevent similar incidents in the future.

I apologize for any inconvenience this may have caused and appreciate your understanding and support as we navigate this situation. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]