

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally apologize for the damage caused to the property located at [Property Address] on [Date of Incident]. I sincerely regret any inconvenience this may have caused you.

The damage occurred due to [brief explanation of the incident], and I take full responsibility for my actions. I understand that maintaining the property is important, and I assure you that I did not intend for this to happen.

To rectify the situation, I am committed to [mention any steps you are taking to repair the damage or compensate for it]. I appreciate your understanding and patience as I work to resolve this matter.

Thank you for your time and consideration. Please let me know if there is anything further I can do to address this situation.

Sincerely,

[Your Name]