

Responsibility for Property Damage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my responsibility for the damage caused to your property on [insert date of incident]. The incident occurred at [insert location], resulting in [describe the nature of the damage].

I understand the importance of maintaining a good relationship and the implications of the damage incurred. I assure you that I will take full responsibility and will work towards rectifying the situation promptly.

To that end, I am willing to [describe how you plan to address the damage, whether it's repairs, reimbursement, etc.]. I will ensure that this matter is resolved as quickly and efficiently as possible.

Thank you for your understanding. Please feel free to reach out to me at [your phone number] or [your email] should you wish to discuss this matter further.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]