

Formal Letter

Dear [Neighbor's Name],

I am writing to sincerely apologize for the damage caused to your [property item] on [date]. It was never my intention, and I deeply regret the incident.

I am committed to repairing or replacing the damaged property at the earliest possible time. Please let me know your preferred approach so we can resolve this matter amicably.

Sincerely,

[Your Name]

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