

Professional Email

Subject: Apology for Property Damage

Dear [Manager/Colleague Name],

I want to extend my sincere apologies for the accidental damage to [office equipment/item] on [date]. I understand the inconvenience this may have caused and take full responsibility.

I am ready to assist in repairing or replacing the item promptly and will take measures to prevent similar incidents in the future. I deeply regret the mishap and appreciate your understanding.

Best regards,

[Your Name]

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