

Formal Apology for Accidental Property Damage

Subject: Formal Apology and Damage Report - Unit [Number]

Dear [Landlord's Name],

I am writing to formally notify you of accidental damage that occurred to the property at [Property Address] on [Date] and to offer my sincere apologies for this incident.

The damage occurred when [detailed but concise explanation of incident]. The affected areas include [specific description of damage - broken window, water damage to flooring, hole in wall, etc.]. I take full responsibility for this occurrence.

I understand the importance of maintaining the property in good condition and deeply regret that this incident happened under my tenancy. I am prepared to cover all repair costs and have already obtained preliminary estimates from [contractor/repair service] for your review.

The estimated repair cost is approximately \$[Amount], though I understand you may prefer to use your own contractors. I am ready to coordinate with your preferred repair services and can make myself available for property inspections at your convenience.

I assure you that I have taken measures to prevent similar incidents in the future, including [preventive measures]. I hope we can resolve this matter promptly and maintain our positive landlord-tenant relationship.

Please advise me on your preferred next steps for addressing these repairs.

Formally yours,

[Your Name]

[Contact Information]

[Date]

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