

Sample Apology Letter for Accidental Damage

Dear [Recipient's Name],

I am writing this letter to apologize for the accidental damage caused to [item/property]. I understand the inconvenience and frustration this has caused, and I deeply regret my role in it.

I take full responsibility for the damage and I am committed to making things right. I will take the necessary steps to repair or replace the affected item and ensure that similar accidents do not occur in the future.

Thank you for your understanding.

Sincerely,

[Your Name]