

Apology Letter for Mistake

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

[Date]

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to sincerely apologize for damaging your [Property Damaged].

I assure you that this was an accident, and it was never my intent to do any harm. However, now that the damage has been done, please know that I committed to reimbursing you for your loss. If you could send me an invoice for the necessary repairs, I will gladly cover the cost.

Again, I sincerely apologize for this unfortunate incident and thank you for your understanding.

Sincerely,

[Your Name]

