

## Damaged Property Apology Letter

**This package contains:**

1. Instructions & Checklist for a Damaged Property Apology Letter
2. Damaged Property Apology Letter

## Instructions & Checklist for Damaged Property Apology Letter

- This package contains (1) Instructions & Checklist for Damaged Property Apology Letter; and (2) Damaged Property Apology Letter;
- This form is designed to assist you in drafting a letter for when you need to apologize for damaging property.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[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]