

Apology Letter for Accidental Damage

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

Running out of money has become my habit now. I always use all my pocket money before the end of the month and then I have to borrow your things to avoid buying them. It has been very kind of you to lend me your things and being helpful in my time of need.

You know I am a student of algebra and having a calculator is my utmost need. I had been saving up money to buy a scientific calculator, only to find out that I still had overdue fees to pay. Due to which my financial position got worst further and I had to borrow your calculator.

Yesterday, when I was trying to place your calculator safely in my cupboard, it just slipped from my hand and when I picked it up, I saw it was broken. It was merely an accident but I do accept the fact that I am the one responsible for your loss. I have already given your calculator for repair and I am very hopeful that it will be working fine soon. Also, if it doesn't get fixed, I have made arrangements to buy you the same new calculator.

I am very sorry for the inconvenience that I may have caused you. I highly appreciate your patience over this incident. I have always kept regard for your actions. You always help me when I need you. I promise to compensate you for your loss in whatever way possible.

Sincerely,

[Your Name]