#1

This letter is written to compensate you for the company's loss, as I accidentally broke expensive equipment [INSERT PARTICULAR]. I am sorry for all this, but it was an absolute mistake that many of my fellow employees witnessed. The reason behind this negligence was the sudden meeting called by my supervisor on an ongoing project. I was so hurriedly lost in assembling my documents that I couldn’t make sense of the things on my way.

Suddenly, my foot got stuck in a wire, and I heard a loud noise. On gathering my senses, I realized what had been done. Though I am extremely sorry for this negligence, I want to make full reparation for it. I request that you kindly provide me with its price so we can set a percentage deduction from my monthly salary until the damage is compensated. I assure you that I will avoid such incidents so that they never happen again.

#2

I have worked in the finance department for the last five years and have done my best to do my job with due diligence. I accidentally broke the laptop and projector during last week's finance meeting.

We have been using these tech devices for our presentations, and I am fully aware of the cost of this equipment. Many fellows have witnessed this as a mere accident, not intentional. The reason for this accident is the sudden call for the meeting when I wasn’t prepared well and got nervous.

I am very sorry for this loss and would like to compensate by paying for the full reparation. Please provide me with the prices, and I will notify you of the percentage deduction to be made from my salary every month to compensate for this loss. I will make sure to avoid such instances in the future.