Name of the tenant

Complete address of the tenant

The subject of the letter

Salutation

Dear Mr. ABC

I feel really regretful for bringing modification to the building. I am well aware of the fact that you signed the contract of tenancy with me on the premise that I will not modify the building you are renting me.

I had to undergo the modification because it was imperative for me. However, it does not justify my wrong action. I believe that I should have asked you before I could go for the modification. This is my mistake, and I really regret having done that.

I hope that you will forgive me for my wrong action. I am ready to compensate you for the wrong action.

Sincerely

Signatures