Mr. Allan James

900 South Shackleford Road  
Little Rock, Arkansas 72211

December 19, 2010

Mr. Daniel Watts

910 South Shackleford Road  
Little Rock, Arkansas 72211

Dear Daniel,

I would like to express to you through this letter my deepest apologies for the trouble my dog caused to your lawn and garden yesterday.  Unfortunately, he has been behaving badly the past days after he fell ill and we have been having problems keeping him on his leash.

I hope you would accept my apologies.  I will visit you as soon as I get time off from work to check on the damage caused to your property.  I am more than willing to pay for the damages and help get a worker to restore your lawn and garden to its former condition.  I will bring my dog to the veterinarian soon to make sure that he will no longer act unruly and will not go to your lawn again.

Sincerely,

Allan