

# Request for Goodwill Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the removal of a late payment mark from my credit report associated with my account number [Your Account Number]. This payment was made late due to [brief explanation of the circumstances, e.g., unforeseen circumstances, illness, etc.].

I have been a loyal customer of [Company's Name] since [Year], and I have always made my payments on time. This late payment is not indicative of my usual financial behavior, and I have taken steps to ensure that it does not happen again.

I kindly ask that you consider removing this late payment as a goodwill adjustment. I would greatly appreciate your understanding in this matter and look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]