

Goodwill Credit Adjustment Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a goodwill credit adjustment regarding my recent account statement. Due to [briefly explain the reason for the appeal, e.g., an error, misunderstanding, or extenuating circumstances], I believe that a goodwill adjustment is warranted.

Account Number: [Insert Account Number]

Date of Incident: [Insert Date]

Throughout my time as a client, I have maintained a positive payment history and have valued our relationship greatly. I am hopeful that you can review my situation and consider adjusting my account as a gesture of goodwill.

Thank you for your attention to this matter. I look forward to your prompt response and am available to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]