

Goodwill Credit Adjustment Letter

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for your continued patronage and for providing feedback regarding your recent experience with us. We always strive to deliver the highest quality service and products, and your insights help us improve.

We understand that you experienced [briefly describe the issue based on customer feedback]. We sincerely apologize for any inconvenience this may have caused you.

As a token of our appreciation for your feedback, we would like to offer you a goodwill credit adjustment of [insert credit amount or discount]. This credit can be applied to your next purchase or any outstanding balance in your account.

Please feel free to reach out to our customer service team at [insert contact information] if you have any further questions or concerns. We value your business and hope to serve you better in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]