

# Goodwill Credit Adjustment Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Goodwill Credit Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the goodwill credit adjustment that was discussed on [Insert Date of Previous Communication]. We appreciate your understanding and support as we work through this process.

Our records indicate that the adjustment has not yet been applied to your account. We want to ensure that this matter is resolved to your satisfaction and would like to confirm the status of your credit adjustment.

If you have any questions or require further assistance, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We value your business and are committed to providing you with the best service possible.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]