

# Goodwill Credit Adjustment for Loyalty Reward

Date: [Insert Date]

Dear [Customer's Name],

Thank you for being a valued member of our loyalty program. We appreciate your continued support and want to ensure your experience with us is nothing short of excellent.

We have reviewed your account and noticed the issue regarding [briefly describe the issue]. As a token of our goodwill and to express our gratitude for your loyalty, we are pleased to offer you a credit adjustment of [Insert Amount or Reward].

This credit will be applied to your account and can be used towards your next purchase or redeemed for [mention any particular rewards if applicable]. We hope this gesture enhances your experience with us.

If you have any questions or need further assistance, please feel free to reach out to us at [Insert Contact Information]. We are here to help!

Thank you once again for your loyalty.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]