

Goodwill Credit Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a goodwill credit adjustment for my account with [Company Name], account number [Account Number].

On [specific date or period], I encountered an issue regarding [describe the issue briefly]. Despite reaching out to [Customer Service/Support], I faced difficulties that have impacted my experience with your services.

I have been a loyal customer since [Year], and this situation is not reflective of the high standards I have come to expect from [Company Name]. I kindly ask for your consideration of a goodwill credit adjustment to my account as a gesture of goodwill.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]