

Goodwill Credit Correction Inquiry

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 message finds you well. I am writing to inquire about a recent discrepancy in my account regarding a credit that I believe was issued incorrectly. My account number is [Account Number].

On [Date of Transaction], I noticed that a credit I expected to receive was not applied. Upon reviewing my account statement, I am concerned that the correction may not have been processed. This credit holds significant importance for me, and I would greatly appreciate your assistance in rectifying this matter.

If there are any additional documents or information you require from my end, please do not hesitate to let me know. Thank you for your prompt attention to this issue, and I look forward to your speedy response.

Sincerely,

[Your Name]