

Letter of Goodwill Gesture

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent oversight regarding the payment due on [Insert Date]. Unfortunately, a miscommunication on my part resulted in a delay that I sincerely regret.

To rectify this situation and as a goodwill gesture, I would like to offer [Insert Offer, e.g., a discount, a complimentary service, etc.]. I value our relationship and want to ensure that we continue to work together positively.

Thank you for your understanding. Please feel free to reach out to discuss this matter further.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]