

Letter of Goodwill

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We would like to express our sincere appreciation for your partnership and the services you provide.

However, we wish to address a recent delay in service that has occurred in our recent transactions. While we understand that unforeseen circumstances can arise, we have felt the impact of this delay on our operations.

To demonstrate our commitment to maintaining a strong relationship, we would like to offer [Insert Goodwill Gesture, e.g., a discount on your next invoice, an extension on payment terms, etc.]. We believe this will help us continue to work together successfully.

Thank you for your understanding and continued support. We look forward to resolving this matter swiftly and continuing our fruitful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]