

# Goodwill Adjustment Appeal for Forgiven Late Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a goodwill adjustment regarding the late fees applied to my account, [Your Account Number].

Due to [brief explanation of circumstances, e.g., unforeseen medical expenses, job loss, etc.], I was unable to make my payment on time. I take full responsibility for my account and have made all subsequent payments on time since then.

I have been a loyal customer for [duration of time] and have always valued the services provided by [Company Name]. In light of my history and the circumstances surrounding the late payment, I kindly request that you consider waiving the late fees totaling [amount of fees].

I appreciate your understanding and attention to this matter. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]