

Request for Goodwill Credit Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a goodwill credit extension on my account due to unexpected expenses that have arisen recently. I have been a loyal customer of [Company Name] for [duration], and I truly value the quality of service and support you provide.

Recently, I faced [briefly explain unexpected circumstances, e.g., medical expenses, car repairs, etc.], which have impacted my financial situation. As a result, I am unable to meet my payment obligations on time.

Considering my history with your company and the unforeseen nature of these expenses, I kindly ask for a temporary extension on my credit terms to alleviate my current financial burden. I am committed to fulfilling my responsibilities and plan to resume regular payments by [specific date].

Thank you for considering my request. I appreciate your understanding and look forward to your positive response.

Sincerely,

[Your Name]