

Goodwill Credit Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a goodwill credit extension due to [briefly describe special circumstances, e.g., unforeseen medical expenses, job loss, etc.].

Given my history as a loyal customer, I would greatly appreciate your understanding and assistance in granting this extension. This would provide significant relief during this challenging time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]