

# Formal Request for Goodwill Credit Extension

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a goodwill credit extension based on our longstanding customer relationship and account history. Our company, [Your Company Name], has been a loyal customer for [duration of your business relationship], consistently meeting our financial obligations and adhering to the agreed terms.

Due to [briefly explain the reason for the request, e.g., unexpected expenses, cash flow issues], we find ourselves in need of a temporary credit extension. We greatly value our partnership with [Recipient Company Name] and are committed to maintaining our excellent payment record in the future.

We kindly ask you to consider this request favorably and allow us an extension of [specific credit amount or duration of extension]. Your understanding and support during this time would mean a lot to us. We are confident that this adjustment will help us continue to fulfill our obligations and foster our ongoing collaboration.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]