

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a goodwill credit extension for my account with [Company Name]. As a loyal customer for [number of years] years, I have always appreciated the high level of service and value your company provides.

Due to [brief explanation of the circumstances, e.g., unexpected financial challenges], I would greatly appreciate any consideration you could provide in extending a goodwill credit. This assistance would help me continue my relationship with [Company Name], which I have always valued.

Thank you for taking the time to consider my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]