

# Letter of Request for Goodwill Credit Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my goodwill credit due to unforeseen circumstances that have impacted my financial situation.

Recently, [briefly explain the unforeseen circumstances, e.g., a medical emergency, job loss, etc.]. These situations have made it challenging for me to meet my current obligations, and I am seeking your understanding and support during this difficult time.

Therefore, I kindly ask for an extension on my credit terms to help me navigate through this. I truly value my relationship with [Company's Name] and hope to continue responsibly managing my account.

Thank you for considering my request. I would appreciate any assistance you can provide, and I look forward to your positive response.

Sincerely,

[Your Name]