

Goodwill Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I hope this message finds you well. I am writing to express my appreciation for your valued services and the support I have received from your team.

As a long-time customer, I have generally enjoyed a positive experience. However, I recently encountered an issue with [briefly describe the issue], and I am reaching out to request a goodwill adjustment as a gesture of appreciation for my loyalty.

Given the circumstances, I believe a [specific adjustment, e.g., credit, refund, discount] would not only resolve this matter but also reinforce my commitment to your brand.

Thank you for considering my request. I look forward to your prompt response and continued positive experiences with your company.

Sincerely,

[Your Name]