

# Goodwill Adjustment 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 am writing to formally request a goodwill adjustment regarding a billing error on my account ([Account Number]). I have been a loyal customer since [Year] and have always appreciated your services.

Upon reviewing my recent bill dated [Billing Date], I noticed a discrepancy that I believe is an error. Specifically, [Briefly describe the billing error]. I have attached supporting documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]