

Goodwill Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a goodwill adjustment regarding a recent purchase I made from your company. Unfortunately, I have encountered defects with the product I purchased, specifically [describe the product and the defects].

Considering the circumstances, I believe a goodwill adjustment would be both fair and appreciated. I have always valued the quality of your products and the support provided by your company. Therefore, I kindly request [state what you are asking for, e.g., a refund, replacement, etc.].

Attached to this letter are copies of my purchase receipt and photographs showing the defects for your reference.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]