

Request for Goodwill Adjustment

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 hope this message finds you well. My name is [Your Name], and I have been a loyal customer of [Company Name] for the past [number] years. I have always appreciated the quality of your products/services and the level of customer support provided.

Recently, I encountered an issue with [briefly explain the issue]. Given my long-standing relationship with your company, I am writing to politely request a goodwill adjustment to resolve this matter.

I believe a [specific adjustment, e.g., discount, refund, store credit] would be a fair consideration, as it not only recognizes my loyalty but also helps me continue my positive experience with [Company Name].

Thank you for considering my request. I look forward to your prompt response and appreciate your attention to this matter.

Sincerely,

[Your Name]