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 am writing to formally request a goodwill adjustment regarding my recent experience with [describe the service or product]. On [date of experience], I encountered [briefly describe the issue], which left me feeling quite unsatisfied.

Despite my attempts to resolve this issue through your customer service department, I did not receive the level of assistance I expected. As a loyal customer, I appreciate your commitment to quality service and would like to give you the opportunity to rectify this situation.

Given the circumstances, I kindly request [specific adjustment, e.g., refund, credit, replacement]. I believe this would demonstrate your dedication to customer satisfaction and help restore my faith in your brand.

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

Sincerely,

[Your Name]