

Goodwill Adjustment Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Goodwill Adjustment Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you as a loyal and valued customer of [Company Name]. I have been a [length of time] customer and have always appreciated the excellent products and services your company provides.

I recently reviewed my account statement and noticed a [specific issue/problem] that occurred on [date]. While I understand that mistakes can happen, I would like to kindly request a goodwill adjustment for this situation. I believe that this request aligns with the strong customer service reputation that [Company Name] is known for.

I have always maintained a positive and timely payment history with your company, and I truly value the relationship we have built over the years. I kindly request your understanding and assistance in resolving this matter promptly. The goodwill adjustment I am seeking would greatly help in rectifying the discrepancy and maintaining the trust I have in your brand.

Enclosed with this letter, please find relevant documentation, including copies of [any supporting documents, such as receipts, statements, or correspondence]. I hope this information will assist you in reviewing my request and making an informed decision.

I would like to express my sincere appreciation for your attention to this matter. If you require any further information or if there are additional steps I need to take to facilitate the goodwill adjustment process, please do not hesitate to contact me at [your phone number] or [your email address]. I am more than willing to cooperate and provide any necessary details.

Thank you for your time, understanding, and continued commitment to exceptional customer service. I am confident that we can resolve this matter amicably and maintain the positive customer relationship that I have come to value.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosures: [List of enclosed documents, if applicable]