Goodwill Adjustment Utility Letter

Subject: Request for Adjustment to My Account Record

Dear [Utility Company Representative],

I am reaching out to request a goodwill adjustment on my account, [Account Number]. I have been a customer of [Company Name] for several years and have always paid my bills promptly, with the exception of a recent missed payment caused by [explain situation].

As a responsible and long-term customer, I kindly request that you consider removing this record from my account history. I have already taken corrective measures to ensure that payments are processed on time going forward.

Thank you very much for your understanding and for considering my request.

Sincerely,

[Your Full Name]

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