

Official Goodwill Adjustment Insurance Letter

Subject: Request for Goodwill Adjustment on Policy Record

Dear [Insurance Representative],

I am writing to formally request a goodwill adjustment concerning my policy with [Insurance Company Name]. Due to [brief explanation], I missed a payment which has been recorded on my policy history.

As a policyholder in good standing for [X years], I kindly request your consideration to remove this entry as a one-time courtesy. I have already implemented measures to ensure that such an oversight does not occur again.

I would appreciate your support in maintaining my positive standing with your company.

Sincerely,

[Your Full Name]

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