

Heartfelt Goodwill Credit Letter

Subject: Request for Goodwill Consideration

Dear [Recipient Name],

I am reaching out to humbly request a goodwill adjustment on my account. Recently, [briefly explain situation], and I deeply regret the inconvenience it may have caused.

As a long-standing customer, your understanding would mean a great deal to me. I hope you will kindly consider my request as a gesture of goodwill.

Thank you for taking the time to read my letter.

Warm regards,

[Your Name]

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