

Goodwill Forgiveness Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Goodwill Forgiveness

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respectfully request your consideration for goodwill forgiveness regarding my recent [mention the reason for your request, e.g., late payment, missed installment, etc.] on my account with [Company Name]. I understand the importance of meeting my financial obligations and maintaining a positive relationship with your esteemed organization, and I sincerely apologize for any inconvenience my actions may have caused.

I would like to provide some context for the situation. [Briefly explain the circumstances that led to the issue, e.g., unexpected financial hardship, medical emergency, etc.]. Despite the challenges I faced, I am committed to resolving this matter and ensuring that my account is brought up to date as soon as possible.

I greatly value my relationship with [Company Name] and have been a loyal customer for [mention the duration of your association, if applicable]. The excellent service and support I have received from your team have reinforced my appreciation for your organization, and I am hopeful that you

might consider showing goodwill in this situation.

If granted, this act of goodwill would not only alleviate my immediate financial burden but also allow me to continue my positive relationship with [Company Name]. I am committed to making a sincere effort to fulfill my financial obligations and promptly rectify the situation.

I kindly request your understanding and compassion in this matter. I am dedicated to making amends and proving that this unfortunate incident is an exception rather than a reflection of my commitment to responsible financial conduct.

Thank you for taking the time to consider my request. I am more than willing to discuss this matter further and explore potential solutions that would be mutually beneficial. Please feel free to reach out to me at [your phone number] or [your email address].

Once again, I apologize for any inconvenience I may have caused, and I am hopeful for a positive resolution. Thank you for your time and attention.

Sincerely,

[Your Full Name]

[Your Account Number (if applicable)]

[Your Signature (if sending a physical letter)]

Please note that this is a template and should be customized to your specific situation. Be sincere, polite, and concise in your letter. Additionally, consider any guidelines or requirements provided by the recipient company for goodwill forgiveness requests.