

Professional goodwill forgiveness letter for banking purposes

Subject: Request for Goodwill Adjustment

Dear [Bank Manager's Name],

I am writing to request a goodwill adjustment regarding [specific account, loan, or credit card] due to [reason, e.g., an unexpected financial hardship or late payment]. I sincerely apologize for the oversight and assure you that it was an isolated incident.

I have been a loyal customer of [Bank Name] for [number] years and have always maintained my account responsibly. I kindly request that the negative mark or late fee be removed as a gesture of goodwill. This adjustment would significantly help me maintain my financial standing and continue our positive relationship.

Thank you very much for considering my request. I truly appreciate your understanding and assistance.

Sincerely,

[Your Name]

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