

Informal email requesting forgiveness from a service provider

Subject: Request for Goodwill Adjustment

Dear [Service Provider Name],

I hope this message finds you well. I am reaching out to request a goodwill adjustment regarding [specific service, payment, or issue] due to [reason, e.g., unexpected circumstances or misunderstanding]. I sincerely apologize for any inconvenience this may have caused.

I have been a loyal customer and truly value the services provided. I kindly ask that you consider forgiving or adjusting [the charge/issue] as a gesture of goodwill. Your understanding would mean a great deal to me.

Thank you for your time and assistance.

Sincerely,

[Your Name]

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