

Formal insurance-related goodwill forgiveness request

Subject: Request for Goodwill Forgiveness on Claim or Penalty

Dear [Insurance Agent/Manager],

I am writing to request your consideration for goodwill forgiveness regarding [specific claim, penalty, or fee] associated with my policy [Policy Number]. Due to [reason, e.g., an unexpected situation or error], I was unable to [meet payment, submit documentation, etc.].

I have maintained my insurance policy responsibly and have been a loyal customer. I kindly request that you consider waiving or adjusting this matter as a goodwill gesture. Your support and understanding would be greatly appreciated.

Thank you very much for reviewing my request.

Sincerely,

[Your Name]

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