

Friendly Goodwill Letter

Hi [Collection Agency Name],

I hope this message finds you well. I am reaching out regarding my account #[Account Number]. I regret the late payment on [date] and have since caught up with all outstanding balances.

I would greatly appreciate it if you could consider removing the late payment from my credit report as a goodwill gesture. I value your understanding and look forward to your positive response.

Thank you,

[Your Name]

[Contact Information]

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