

Brief Goodwill Request Email

Subject: Goodwill Request " Account #[Account Number]

Dear [Collection Agency Name],

I am requesting a goodwill adjustment for the late payment on my account #[Account Number]. I have since ensured all payments are up to date and kindly ask for the removal of this negative mark from my credit report.

Thank you for considering my request.

Best regards,

[Your Name]

[Contact Information]

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