Quick Goodwill Email to Creditor

Subject: Quick Request – Goodwill Adjustment for Account [Account Number]
Hi [Creditor Name],

I am requesting your assistance regarding my account [Account Number]. A recent [late payment/negative entry] occurred due to [reason]. Could you please consider removing it as a gesture of goodwill?

Thanks in advance for your help.

Best,

[Your Name]

[Contact Info]

Get more templates here: https://www.lettersandtemplates.com/letters/goodwill-letter-to-creditor