

Provisional Goodwill Letter to Creditor

Subject: Provisional Request for Goodwill Adjustment " Account [Account Number]

Dear [Creditor Name],

I am writing to request a provisional goodwill adjustment for my account [Account Number].

Recently, due to [brief explanation], a [late payment/negative mark] was recorded on [Date].

I have always strived to maintain timely payments and would appreciate your consideration in removing this mark from my credit record. Please advise if further documentation is required for processing this request.

Thank you for your attention.

Sincerely,

[Your Name]

[Contact Information]

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