Professional Goodwill Letter to Remove Late Payment

Subject: Request for Goodwill Adjustment on Late Payment

Dear [Creditor's Name],

I am writing to request a goodwill adjustment regarding the late payment recorded on my account [Account Number] dated [Date]. Due to unforeseen circumstances, I was unable to make the payment on time, but I have since ensured that the account is current.

I have maintained a consistent record of timely payments and hope you can consider removing this late payment as a gesture of goodwill. Your assistance in this matter would be greatly appreciated.

Thank you for your understanding.

Sincerely,

[Your Name]

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