Provisional / Conditional Goodwill Letter

Dear [Creditor's Name],

I am submitting this request to kindly remove the late payment noted on my account [Account Number] dated [Date], pending your review of my account history. This late payment was an isolated incident, and all subsequent payments have been timely.

I hope that my consistent record will allow for a positive adjustment, and I would greatly value your assistance in correcting this matter.

Sincerely,

[Your Name]

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