

## Business Account Goodwill Letter

Dear [Creditor/Company Name],

I am writing on behalf of [Your Company Name] regarding our account [Account Number]. We acknowledge a late payment occurred on [Date], which is not reflective of our usual business conduct.

As a valued client, we respectfully request the removal of the negative listing from our account history as a gesture of goodwill. We have since implemented measures to prevent any recurrence and maintain a strong financial standing.

We appreciate your consideration and look forward to continued business relations.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/goodwill-letter-to-remove-negative-listing>