

Quick Goodwill Adjustment Email

Subject: Request for Account Adjustment

Dear [Recipient],

I hope this message finds you well. I am writing to kindly request a goodwill adjustment on my account [Account Number]. I had one late payment due to [reason], but I have since resolved the issue.

As a loyal customer, I would appreciate your assistance in removing this from my record.

Thank you for your help.

Best regards,

[Your Name]

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