

Digital email request for credit mark removal

Subject: Goodwill Adjustment Request for Account [Account Number]

Dear [Creditor Name],

I am contacting you regarding a late payment reported on my account [Account Number] on [Date].

Due to [specific reason], this delay occurred and is not representative of my typical payment behavior.

I respectfully request that you remove this negative mark from my credit report as a gesture of goodwill. I would be grateful for your assistance and consideration in this matter.

Best regards,

[Your Name]

[Contact Information]

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