

Request for removal due to first-time late payment

Subject: Goodwill Adjustment Request

Dear [Creditor Name],

I am writing regarding a late payment recorded on my account [Account Number] dated [Date]. This was my first and only late payment, and I sincerely regret this isolated incident.

Given my otherwise strong payment history, I kindly request your goodwill in removing this negative entry from my credit report. Your support would greatly help me maintain my financial standing.

Sincerely,

[Your Name]

[Contact Information]

Get more templates here:

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