# Sample Goodwill Letter

Angela Taylor  
456 Faith Street  
Bridgeport, CT 06604  
July 16, 2025  
  
Capital One  
P.O. Box 30285, Salt Lake City, UT 84130  
Bridgeport, CT 06604  
  
Subject: Goodwill Adjustment Request  
  
To Whom It May Concern,  
  
I am writing to respectfully request a goodwill adjustment for the following account:  
  
Account Number: 123456789  
  
Due to temporary medical hardship, I was unable to make on-time payments. Since then, I have maintained a positive payment history and made efforts to manage my credit responsibly.  
  
I am requesting that you consider removing the late payment notation from my credit report as a gesture of goodwill.  
  
Thank you for your time and understanding.  
  
Sincerely,  
Angela Taylor  
Angela Taylor  
01/15/1982  
1234