# 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
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