Goodwill letter Sample Letter

## **SAMPLE LETTER**

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I received a statement of my credit history and noticed that there was one entry which showed that I defaulted on a payment that was due in September 2015.  
  
I request you, as a goodwill gesture, to please remove this from my history. I have always paid bills on time, but this one time I had a personal issue to sort out.  
  
I would be highly obliged should you consider my request. Thank you.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -