Goodwill Letter To Remove Listing

Sender’s Name

Sender’s Address

Sender’s Phone Number

Credit Bureau’s Name:

Credit Bureau’s Address:

Date

Dear Sir or Madam,

Re: Account Number

I am writing this goodwill letter to request your assistance and understanding. In (mention the date), I began undergoing financial hardship and resulted in a couple of late payments, even though I disliked being irregular. However, I have become current on the account mentioned above immediately after my financial standing has been improved. I’ve been working hard to meet my financially responsible decisions and better control my financial statements.

I have now attempted to improve my credit score, but I am facing difficulty due to the negative listing reported on my credit report. Therefore, I respectfully request that you eliminate this negative listing from my writing as a gesture of Goodwill.

Sincerely,

Sender’s Signature

Sender’s Name