

GOODWILL LETTER FOR LATE PAYMENT

Recipient Name: _____

Recipient Address: _____

Subject:

Acknowledgement of Payment History and Removal of Late Payment from Credit Report

Dear Valued Customer,

We are writing to formally acknowledge your account and the payment history associated therewith. Our records indicate that a payment was received later than the agreed due date. We recognize the importance of maintaining an accurate and fair credit report and wish to address this matter in good faith.

Purpose of this Letter

This letter serves as a goodwill gesture to confirm that, despite the late payment occurrence, we appreciate your ongoing efforts to maintain your account in good standing. We intend to assist you by updating our reporting to any credit bureaus to reflect the removal of the late payment record associated with your account.

Account Information

Account Number: _____

Agreement and Terms

By this letter, we confirm that the late payment on your account will be removed from our reporting to credit bureaus, effective immediately. This adjustment is made as a goodwill gesture and should not be construed as a waiver of our rights to enforce the terms of our original agreement.

Limitations

This goodwill adjustment does not imply forgiveness of any outstanding balances and does not affect the contractual terms and obligations you have agreed upon. It solely pertains to the removal of the late payment notation from credit reporting.

Legal Compliance

This letter is intended to be legally compliant and enforceable under the laws of the United States. It does not modify, supersede, or invalidate any terms of your original contract or agreement with us, except as expressly stated herein.

Acknowledgment

Please acknowledge receipt of this letter and your understanding of the terms herein by signing below.

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____

This goodwill letter is provided without admission of any liability and is subject to the terms and conditions of the original agreement.

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