

BANK GOODWILL LETTER

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Date

Jessica Taylor
Prosperity Bank
303 Cedar Court
Lot 15
Countryside, USA 45678

Dear Jessica Taylor,

I hope this letter finds you well. I am writing to express my deepest apologies for the issue that has recently occurred with my bank account. I am aware that my account has experienced a situation that has caused inconvenience not only to myself but also to the bank's operations.

I would like to take full responsibility, if indeed it was a mistake on my part. I understand the importance of maintaining a positive relationship with the bank and value the services provided. As a loyal customer for several years, I genuinely regret any inconvenience my actions may have caused.

It is my utmost desire to maintain a positive connection with the bank and restore your trust in me as a valued customer. I am committed to rectifying the situation promptly and ensuring that such issues do not arise in the future. Please be assured that I have taken the necessary steps to prevent any recurrence.

I truly appreciate the excellent customer service I have received from you and your team throughout my banking relationship. The professionalism and understanding demonstrated by the bank's representatives have always left a positive impression on me, and I am confident that we can resolve this issue together.

Thank you for taking the time to consider my request. I sincerely hope that you can assist me in addressing the matter at hand and help me restore a positive connection with the bank. If there is any additional information or documentation required from my end, please do not hesitate to let me know.

Once again, I apologize for any inconvenience caused and appreciate your understanding and assistance in this matter. I value the relationship I have with the bank and look forward to continuing our positive association.

Kind regards,

Emily Davis