Sample Goodwill Letters | Format, Examples and How To Write?

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**Sample Goodwill Letters:** The purpose of writing a goodwill letter is to express genuine and sincere feelings of gratitude and kindness. While composing a Goodwill letter, one aims to express appreciation, gratitude, and approval, condolences, or even recognition. The contents of the letter should remain and express the feelings of sincerity and genuineness throughout.

A goodwill letter should be well-crafted and compose of a rough outline or selection of appropriate vocabulary that will help you bring out the context. A well-crafted letter from Goodwill will help you convey feelings in the best manner.

The letter’s primary focus should be on the subject matter’s context while keeping in view the recipient, not yourself or any other individual. In simple terms, the letter’s subject should be clear, concise, and good enough to spread Goodwill. However, writing it as a promotion of any hidden agenda.

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A goodwill letter should be elaborative and to-the-point. Ensure to explain the motive of writing the letter of Goodwill and convey the message you want to send. The letter’s contents should be based on the facts and maintain a sympathetic and friendly tone throughout.

This letter’s contents should address the person directly and should be well-drafted; however, avoid stepping into vague details that deviate from the subject matter and should not be overly-focused on specific aspects.

For maintaining a good and consistent tone of the letter, express your feelings creatively and avoid using feigned and artificial phrases or words. It is best recommended to prevent canned expressions or attitude, keeping your terms accurate.

A goodwill letter should compose a surprise element to justify the purpose of the letter or its contents. A goodwill letter comes with outstanding works or news like a good way to build a new relationship and terms effectively or a great appreciation.

A strong goodwill letter will ask the recipient to empathise with you and will remain pleasant and courteous.

Letter Of Goodwill To Credit Card Company

Here’s a goodwill letter template addressing your issue regarding the missed payments on a credit card:

(Sender’s name)

(Sender’s Address)

Account Number: (sender’s account number)

(Date of sending the letter)

To Whomsoever It May Concern:

Thank you for taking some time to read the contents of this letter. I am writing this letter because I took notice that my most recent credit report comprises (a late payment or payments) reported on (date or dates) for my (full name of account) account.

I want you to understand that I acknowledge and comprehend my financial obligations. If it weren’t for ( the circumstances that lead the person to miss a payment), I’d have an outstanding repayment record. I made a miscue and fell behind since then (a brief description of how your circumstances have changed or explained in brief how you’ve improved your financial management]. Since then, I’ve had an impeccable record of on-time payments.

I’m planning to apply for (a loan or mortgage or automobile, etc.), and it’s come to my notice that the missed credit card payment(s) on my record could hurt my ability to qualify. I honestly trust that my previous actions do not reflect my creditworthiness and commitment to repaying my debts. It would be a kind gesture if you could grant me a second chance and make goodwill in removing the late (payment) on (date ).

Thank you for your consideration, and I hope that you will approve my request.

Best regards,

(sender’s name).