

GOODWILL ADJUSTMENT LETTER

To: _____

From: _____

Subject: _____

Dear Sir or Madam,

This letter serves as a formal Goodwill Adjustment Letter to address the concerns raised regarding the recent billing or account discrepancies. We value your relationship and aim to maintain the highest level of customer satisfaction and trust.

Adjustment Details:

After careful review, our records indicate that an adjustment is warranted on your account. The details of the goodwill adjustment are as follows:

- Description of Adjustment: _____

- Amount of Adjustment: \$ _____

- Reason for Adjustment: _____

- Effective Date of Adjustment: _____

Please note that this goodwill adjustment is made as a courtesy and does not constitute an admission of liability or fault.

Terms and Conditions:

1. This goodwill adjustment is final and non-negotiable.
2. The adjustment applies only to the account or invoice specified above.
3. This letter and the adjustment herein do not create any future obligations.
4. By accepting this adjustment, you agree to waive any further claims related to this matter.
5. This letter shall be governed by and construed in accordance with the laws of the United States.
6. Any disputes arising from this adjustment shall be subject to the exclusive jurisdiction of the courts of the United States.

We appreciate your understanding and cooperation. Should you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

Authorized Representative Signature

Signature: _____
Name: _____
Title: _____

Customer Signature

Signature: _____
Name: _____
Date: _____

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