January 1, 2021

Your Full Name

Address

City, State Zip

Collection Agency’s Name

Address

City, State, Zip

Re: Account Number XXXX-XXXX-XXXX-XXXX

To Whom It May Concern:

Thank you for taking the time to read this letter. I recently noticed that my credit report contains a late payment reported on **[date of credit report]** for my **[Name of creditor]** account.

I am fully aware I had financial obligations to you. Unfortunately, due to **[reason you missed a payment]**, I made a mistake in falling behind. If not for this, I would have an excellent payment record. Since then, **[reason your situation improved]**. As a result, I have continued to make payments on time.

I’m now planning to apply for **[a mortgage/auto loan/etc.]**, but the missed payment on my record could hurt my ability to qualify for the best rates. I take pride in my ability to pay back my debts, and this one black mark does not reflect my creditworthiness. It would help me immensely if you could make a goodwill adjustment to remove the late payment from my record, as it does not reflect my current ability to pay. I’m hoping you are willing to give me a second chance at a positive credit rating given my financial status and renewed good standing with my account.

Thank you for your time and any consideration you give to my situation.

Thank You,

{INSERT YOUR NAME HERE}