

Proposal for Policy Grace Period Adjustment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment to the grace period policies currently in place for [specific policy or program] under [Organization or Company Name].

As we have seen, the previous grace period has shown [insert observations or statistics regarding the effectiveness, or issues faced], which have impacted our [customers/clients/stakeholders]. By extending the grace period from [current period] to [proposed period], we can ensure [mention benefits such as increased compliance, customer satisfaction, etc.].

Furthermore, [provide additional reasons or supporting data that reinforce your proposal]. I believe that this adjustment will not only benefit our clients but also enhance our overall operational efficiency.

I would appreciate the opportunity to discuss this proposal in further detail and explore any concerns or suggestions you may have. Please let me know your available times for a meeting.

Thank you for considering this adjustment. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]