

# Request for Policy Grace Period

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a grace period for my insurance policy, [Policy Number], due to [brief explanation of circumstances]. I appreciate the coverage provided by your company and value the service.

I understand the importance of timely premium payments; however, [details of your situation]. I kindly ask for your consideration in granting me an extended grace period of [number of days] to settle the premium.

Thank you for your understanding and support. I look forward to your prompt response to my request.

Sincerely,  
[Your Name]