

Application for Grace Period on Payment of Fees

Date: [Insert Date]

To,

The [Title/Position],
[Name of the Institution],
[Address of the Institution].

Subject: Application for Grace Period on Payment of Fees

Dear [Title/Name of the Recipient],

I hope this letter finds you in good health. I am [Your Name], a student of [Your Course/Program] in [Your Year/Semester]. I am writing to kindly request a grace period for the payment of my fees for the [Specify Term/Year].

Due to [briefly explain your reason, e.g., unforeseen financial circumstances, medical issues, etc.], I am currently facing difficulties in making the payment by the due date. I am committed to settling the fees as soon as possible and would greatly appreciate any extension you could provide.

I kindly request a grace period of [specify duration, e.g., two weeks] to enable me to arrange the necessary funds. I assure you that I will make the payment within the allotted time.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Student ID]
[Contact Information]