

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

## **Subject: Inquiry About Loan Payment Grace Period**

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a grace period for my loan payments on account number [Your Account Number]. Due to [briefly explain reason, e.g., unforeseen circumstances, temporary financial hardship], I would like to understand the options available to me regarding a potential grace period for my upcoming payments.

Could you please provide information on any policies related to grace periods, including the duration, application process, and any potential impacts on my loan balance or terms?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]