

# Request for Grace Period on Submission

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's 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 the submission of [specific assignment, project, or document] that is currently due on [original due date].

Due to [brief explanation of circumstances, e.g., personal challenges, illness, workload], I believe that an extension would allow me to submit work that meets both my standards and the expectations of the [class, project, etc.].

I kindly ask for a grace period until [proposed new due date] to complete the necessary work. I appreciate your understanding and consideration of my situation.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]