

# Request for Grace Period on Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a grace period for the upcoming payment of my account, which is due on [insert due date]. Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, medical expenses, etc.], I am unable to meet the payment deadline.

I kindly ask for an extension of [number of days/weeks you are requesting] to allow me to gather the necessary funds. I assure you that I am committed to fulfilling my obligations and will ensure that the payment is made within the extended timeframe.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. I look forward to your positive response.

Sincerely,

[Your Name]