

# Request for Interest Payment Grace Period

Date: [Insert Date]

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

[Lender's Name]  
[Lender's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a grace period for my upcoming interest payment due on [Insert Due Date] for loan account number [Insert Account Number]. Due to [briefly explain your situation, e.g., unexpected financial hardship, job loss, etc.], I am facing temporary difficulties in meeting this obligation.

I am committed to fulfilling my payment responsibilities and assure you this situation is temporary. I kindly ask for a grace period of [insert desired duration, e.g., 30 days] to allow me to arrange the necessary funds to make my interest payment in full.

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

Sincerely,

[Your Name]