

Request for Grace Period on Bill Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Recipient Name]

[Company 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 due on [Insert Due Date] for my account number [Insert Account Number]. Due to [briefly explain your situation, e.g., unforeseen circumstances, financial difficulties], I am finding it challenging to meet the payment deadline.

I kindly ask for your understanding and support in granting me an extension of [insert the number of days/weeks you need] to fulfill this payment. This additional time would greatly assist me in resolving my current financial situation.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your positive response.

Sincerely,

[Your Name]