

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an extension of the grace period on my credit card payments due to unforeseen circumstances that have temporarily affected my financial situation.

My account number is [Account Number]. I have been a loyal customer for [duration of time] and have always made my payments on time. However, due to [briefly explain circumstances, e.g., medical expenses, job loss], I am finding it challenging to meet my current payment obligations.

Therefore, I kindly ask if you could consider granting me an extension of the grace period on my upcoming payments. This would greatly assist me in managing my finances during this difficult time.

Thank you very much for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]