

Letter of Request for Grace Period on Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name/Organization]

[Company 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 upcoming payment due on [Insert Due Date] for [Insert Invoice/Account Number]. Due to [brief explanation of circumstances], I am unable to make the payment by the scheduled date.

I appreciate the financial commitment I have made and assure you that I am taking steps to resolve this issue promptly. If possible, I would greatly appreciate an extension of [number of days/weeks] to facilitate my payment.

Thank you for considering my request. I value our relationship and am committed to fulfilling my financial obligations. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]