

Request for Grace Period Due to Financial Hardship

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Insurance Company Representative],

I hope this letter finds you well. I am writing to formally request a grace period for my insurance premium payment due to unexpected financial hardship. Due to [briefly explain your situation, e.g., job loss, medical emergencies, etc.], I am currently facing financial difficulties that have made it challenging for me to make my premium payment on time.

I value the coverage provided by your company and am committed to maintaining my policy. I kindly ask for your understanding and support during this challenging time by granting me an extension for my premium payment until [suggest a date]. This additional time would greatly assist me in arranging the necessary funds to avoid any lapse in my coverage.

Thank you for considering my request. I appreciate your understanding and support. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or documentation to support my request.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]