

Grace Period Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to clarify the terms surrounding the grace period related to [specific context, e.g., payment, lease, etc.].

As per our previous discussions and agreements, the grace period is defined as follows:

- Duration: [Specify Duration]
- Applicable Conditions: [Specify Conditions]
- Consequences of Non-Compliance: [Specify Consequences]

Please feel free to reach out if you have any questions or require further clarification on this matter. I appreciate your attention to this important topic.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]