

Letter of Appeal for Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of the grace period for [specific purpose, e.g., loan repayment, enrollment, etc.]. My current grace period is set to expire on [expiration date], and I am facing unforeseen circumstances that have hindered my ability to [reason for request].

[Briefly explain your situation and reasons for requesting an extension. Be sincere and concise.]

Given these circumstances, I kindly ask you to consider granting me an extension of the grace period until [proposed new date]. This additional time would greatly help me in [explain how the extension would help].

Thank you for considering my request. I appreciate your understanding and support in this matter. I look forward to your favorable response.

Sincerely,

[Your Name]