

Application for Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of the grace period for [specific purpose or obligation, e.g., tuition payment, loan repayment, project submission]. The original deadline is set for [insert deadline], and I am kindly requesting an extension until [insert new requested deadline].

Due to [briefly explain your reason, e.g., unforeseen circumstances, personal difficulties, etc.], I am unable to meet the original deadline. I assure you that I am committed to fulfilling my obligations and appreciate your consideration of my request.

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]