

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Grace Period Extension

We are writing to confirm the extension of the grace period for [specific obligation or payment] as previously discussed. The new deadline is set for [new date]. This extension is granted due to [reason for extension].

We appreciate your understanding and cooperation in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]