

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of the grace period for [specific purpose, e.g., payment, submission, etc.], originally due on [original due date]. Due to [briefly explain your circumstances, e.g., unforeseen circumstances, medical issues, etc.], I am unable to meet the original deadline.

I kindly ask for an extension of [number of days/weeks] to ensure that I can fulfill my obligations effectively. I appreciate your understanding and consideration regarding this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]