

Request for Grace Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the grace period for [specific reason, e.g., loan payment, project deadline, etc.]. The original deadline is set for [original deadline date], and I kindly ask for an extension until [proposed new deadline date].

The reason for this request is [brief explanation of circumstances that warrant an extension]. I have been taking steps to address this situation, including [mention any actions taken], and I believe that this extension will allow me to meet the necessary obligations without compromising quality or efficiency.

I appreciate your understanding and consideration of my request. I am looking forward to your favorable response. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]