

[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 hope this message finds you well. I am writing to formally inquire about the possibility of extending the grace period for [specific obligation or payment] that is due on [original due date]. Due to [brief explanation of circumstances], I am unable to meet the original deadline.

I kindly request an extension of [number of days/weeks] in order to fulfill my obligation. I believe this additional time will allow me to [mention any specific benefits or reasons for the extension].

Thank you for considering my request. I appreciate your understanding and look forward to your prompt response.

Sincerely,

[Your Name]