

# Request for Grace Period Extension

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the grace period concerning [specific situation, e.g., assignment, application, payment]. The original deadline is set for [original deadline date], and I would like to request an extension until [requested new deadline date].

Unfortunately, [brief explanation of the reasons for the request, e.g., personal issues, health challenges, unexpected circumstances]. I believe that with the additional time, I will be able to [explain how the extension will help, e.g., submit a higher quality work, complete necessary steps].

I appreciate your understanding in this matter and kindly ask for your consideration of my request. Thank you for your attention, and I look forward to your positive response.

Sincerely,  
[Your Name]