

Notification of Grace Period Extension

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have reviewed your request for an extension of the grace period and are pleased to grant you an extension.

The new grace period will extend until [New End Date]. During this time, you are encouraged to [mention any necessary actions or information].

Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]