

Request for Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request an extension of the grace period for [specific purpose, e.g., tuition payment, loan repayment] that is currently due on [original due date].

Due to [brief explanation of your circumstances, e.g., financial hardship, medical issues], I am unable to meet the original deadline. I kindly ask for an extension of [number of days/weeks/months requested] to fulfill this obligation.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or documentation to support my request.

Thank you for your time and assistance.

Sincerely,

[Your Name]