

# Grace Period Payment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This letter is to formally notify you that your payment due on [Due Date] will be granted a grace period until [New Due Date]. We understand that circumstances may sometimes prevent timely payments and appreciate your promptness in addressing this matter.

Please ensure that the outstanding amount of [Amount Due] is settled by the new due date to avoid any late fees or penalties.

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]