

Request for Loan Relief Grace Period

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a grace period for my loan, account number [Your Loan Account Number], due to [brief explanation of your reason, e.g., financial hardship, medical emergencies, etc.].

Given my current circumstances, I kindly ask for a temporary relief period of [specific duration, e.g., 3 months], during which I would not be required to make payments. This would greatly assist me in managing my financial situation.

I appreciate your understanding and consideration of my request. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]