

# Request for Loan Grace Period

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Loan Officer's Name

Bank/Institution Name

Bank Address

City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request a grace period on my loan payments under account number [Your Loan Account Number]. Due to [brief explanation of the reason, e.g., unforeseen circumstances that have affected my financial situation], I am facing difficulties in making my upcoming payments.

I kindly ask for your understanding and support during this challenging time. A temporary grace period would greatly assist me in managing my financial obligations effectively. I assure you that I am committed to fulfilling my loan obligations and will resume regular payments as soon as possible.

Thank you for considering my request. I would greatly appreciate an opportunity to discuss this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,

Your Name