

Request for Grace Period Approval

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a grace period regarding [specific reason for the request, e.g., my loan payment, tuition fees, etc.]. Due to [brief explanation of circumstances, e.g., unforeseen circumstances, financial difficulties], I am unable to meet the upcoming deadline of [specific date].

I assure you that this is a temporary situation, and I am committed to resolving it as soon as possible. I would greatly appreciate your understanding and support in granting me an extension until [proposed new deadline]. This would provide me with the necessary time to [explain how you plan to resolve the situation].

Thank you for considering my request. I look forward to your positive response. Should you need any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]