

Application for Grace Period Exemption

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exemption from the grace period policy based on [specific reason]. I understand the importance of adhering to deadlines; however, due to [brief explanation of circumstances], I am unable to meet the current requirements.

In light of the above, I kindly ask for your consideration of my situation and grant me an exemption from the grace period. I believe that [explain how granting the exemption will benefit you/indicate any relevant supporting details].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]