

# Follow-Up on Grace Period Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding a grace period for [specify the context, e.g., payment, project deadline, etc.]. I submitted my request on [insert date of original request] and wanted to check on the status of that request.

Understanding that these matters can take time, I would appreciate any updates you may have regarding my situation. If any additional information is needed from my side, please let me know, and I will be glad to provide it promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]