

# Grace Period Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the grace period concerning [specific detail about the grace period, e.g., loan payment, contract, etc.].

Due to [brief explanation of the circumstances necessitating the request], I am unable to meet the original deadline. Therefore, I kindly ask for an extension until [proposed new date] to ensure that I can fulfill my obligations without further complications.

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 Name]