

Notification of Grace Period

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the necessity of a grace period regarding [specific reason - e.g., payment, project deadline, etc.]. Due to [brief explanation of the situation], we believe that extending the grace period is essential for [mention advantages or necessity].

We kindly request your understanding and support in this matter and propose a grace period of [insert duration] starting from [insert start date] to [insert end date]. We are committed to [mention how you plan to address the issue, if applicable].

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]