

# Letter of Submission for Grace Period Allowance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a grace period allowance due to [briefly explain the reason, e.g., unexpected circumstances or financial constraints].

Given my situation, I kindly ask for your consideration in granting me an extension of [number of days/weeks/months] to fulfill [specific obligation, e.g., payment or submission of documents].

I appreciate your understanding and support, and I assure you of my commitment to resolving this matter promptly.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]