

Letter of Request for Grace Period on Credit Card Payments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Credit Card Company],

I am writing to formally request a grace period on my credit card payments for account number [Insert Account Number]. Due to [briefly explain reason, e.g., financial difficulties, temporary loss of income], I am currently unable to meet my payment obligations.

I have been a loyal customer since [insert year] and have consistently made my payments on time. I kindly ask for your understanding and assistance during this challenging time by granting me a grace period of [insert desired duration] on my payments.

Thank you for considering my request. I am hopeful for your positive response. Please feel free to contact me at [insert phone number] or [insert email address] if you require any further information.

Sincerely,

[Your Name]