

Request for Credit Card Grace Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request an extension of the grace period for my credit card account (Account Number: [Your Account Number]). Due to [brief explanation of your circumstances, e.g., unexpected medical expenses, job loss], I am experiencing temporary financial difficulties that make it challenging to meet my payment obligations by the scheduled due date.

I kindly ask for your consideration in granting a grace period extension until [proposed new due date]. I believe this extension will enable me to better manage my finances and meet my obligations to your company.

I appreciate your understanding and assistance regarding this matter. Please let me know if you require any additional information or documentation to support my request.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]