

# Request for Credit Card Grace Period Extension

Date: [Insert Date]

To:

[Credit Card Company's Name]

[Credit Card Company's Address]

[City, State, Zip Code]

Dear [Credit Card Company's Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to formally request an extension of the grace period on my credit card account (Account Number: [Insert Account Number]). Due to [briefly explain reason, e.g., temporary financial difficulties, unexpected expenses], I am concerned about my ability to make timely payments within the current grace period.

I have been a loyal customer of [Credit Card Company's Name] for [number of years] and have consistently made my payments on time. I am committed to maintaining my account in good standing and ensuring that my payments are made as soon as I am able.

Therefore, I kindly request an extension of my grace period by [number of days/weeks you would like], which I believe will allow me to stabilize my financial situation and fulfill my payment obligations.

Thank you very much for considering my request. I appreciate your understanding and support during this challenging time. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]