

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Name],

I hope this message finds you well. I am writing to follow up on my recent application for an extension of the grace period on my credit card account ([Your Account Number]). I submitted my application on [Date of Submission] and would like to inquire about the status of my request.

Given my current financial situation, an extension on the grace period would greatly assist me in managing my payments effectively. I would appreciate any updates you could provide at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]