

Inquiry Regarding Credit Card Grace Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to inquire about the possibility of extending the grace period on my credit card account ([Account Number]). Due to unforeseen circumstances, I am seeking some additional time to manage my payments.

I would greatly appreciate any assistance you can provide regarding this matter. Please let me know if there are any specific requirements or documentation needed to process my request.

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

Sincerely,

[Your Name]