

Notification for Credit Card Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of the grace period for my credit card account #[Insert Account Number]. Due to [briefly explain your situation, e.g., unexpected financial hardship, medical expenses, etc.], I am unable to meet my payment obligations by the current deadline.

I respectfully request an extension of the grace period for an additional [number of days/weeks]. This extension will greatly assist me in managing my finances and ensuring that I can meet my obligations moving forward.

Thank you for considering my request. I appreciate your understanding and support in this matter. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]