

# Request for Credit Card Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Credit Card Company Name]

[Credit Card Company Address]

[City, State, Zip Code]

Dear [Credit Card Company Customer Service],

I am writing to formally request an extension on the grace period for my credit card account (Account Number: [Insert Account Number]). Due to [briefly explain your reason, e.g., unforeseen circumstances, temporary financial hardship], I am currently unable to make my payment by the due date.

In the past, I have maintained a good payment history and value my relationship with [Credit Card Company Name]. I kindly ask for your understanding and assistance in extending the grace period for my account to allow me to manage my finances more effectively.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]