

# Letter of Explanation for Grace Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to request an extension of the grace period for my auto insurance policy, [Policy Number], which is set to expire on [Expiration Date]. Due to unforeseen circumstances, I am currently unable to renew my policy by the deadline.

Specifically, [briefly explain the reason for the request, e.g., financial difficulties, unexpected expenses, etc.]. I am actively working on resolving this situation and ensuring my policy is renewed as soon as possible.

I kindly ask that you consider granting me an additional [number of days] days to allow me to finalize my renewal. I appreciate your understanding and support during this time.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]