

Request for Grace Period Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Extension of Insurance Grace Period

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request an extension of the grace period for my insurance policy #[policy number] due to unforeseen circumstances that have impacted my ability to make timely payments.

Unfortunately, [briefly explain the unforeseen circumstances, e.g., "I faced unexpected medical expenses that have temporarily strained my finances."] I am committed to maintaining my coverage and intend to resume payments as soon as my situation stabilizes.

I kindly ask for your understanding and support in granting an extension of the grace period. I believe this would help me ensure my coverage remains active while I work through these challenges.

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

Sincerely,

[Your Name]