

Request for Grace Period Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance 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: [Insert Policy Number]) due to unforeseen financial hardship.

Due to [briefly explain your financial hardship, e.g., loss of job, medical emergencies], I am currently facing difficulties in meeting my financial obligations on time. I value my coverage and am committed to maintaining my policy, but I kindly request your understanding and support during this challenging time.

I would greatly appreciate it if you could provide an extension of the grace period by [insert the desired duration, e.g., 30 days], which would help me manage my finances more effectively and ensure I can continue my coverage without disruption.

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

Sincerely,

[Your Name]