

# Important Notification: Grace Period Extension

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that we have extended the grace period for your insurance policy #[Policy Number] due to [Reason for Extension].

The new grace period will end on [New End Date]. During this time, your coverage will remain active, and you will have the opportunity to make any necessary payments without risking interruption of coverage.

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]