

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Justification for Policy Exception

I hope this letter finds you well. I am writing to formally request an exception to the [specific policy name or number] as it pertains to [briefly describe the situation or circumstance].

The reason for this request is [provide a detailed explanation of the circumstances that warrant an exception]. Specifically, [include any supporting details or evidence that strengthens your case].

Considering the implications of this exception, I believe it will [explain the potential positive outcomes or benefits for the team, department, or organization]. I have considered alternative options, and [mention any alternatives you explored and why they are not suitable].

I understand the importance of adhering to established policies; however, I respectfully ask for your consideration in this matter. I am confident that [reiterate the positive impact of granting the exception].

Thank you for considering my request. I am available to discuss this further at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]