

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide justification for [specific request or situation]. [Briefly describe the situation or request].

The reasons for this request are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I believe that addressing this matter will result in [positive outcome/benefit]. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]