

Exception Request Communication Log

Date Prepared: _____

Prepared By: _____

Department: _____

Exception Title/Reference: _____

Communication Log Details

Date/Time	Sender	Recipient(s)	Communication Method	Summary/Details	Action Required/Outcome
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional Notes/Comments

Important Notes

- This log is used to track all communications related to a specific exception request.
- Ensure all entries are factual, clear, and complete for audit and reference purposes.
- Document all significant correspondences, including verbal, written, and digital communications.
- Regularly update the log to maintain accurate and up-to-date records.
- Retain copies of supporting documents or correspondence as applicable.