

Sender Name
Sender Position/Title
Department/Organization
Email Address
Phone Number
Date: _____

To:
Recipient Name
Recipient Position/Title
Department/Organization

Subject: Exception Request Cover Letter

Dear [Recipient Name],

I am writing to formally request an exception to [policy/procedure/requirement] as outlined in [document or guideline reference]. Due to [briefly describe specific circumstances], I believe that granting this exception is justified and in the best interest of [organization/project].

Reason for Exception:

Impact if Not Approved:

I have attached all relevant supporting documents for your review. If you require any additional information, please let me know. Thank you for considering my request.

Sincerely,

Sender Name
Sender Position/Title

Important Notes:

- Clearly state the policy or rule for which exception is requested.
- Provide factual, concise justification and supporting evidence.
- Mention the urgency or timeline if applicable.
- Attach all necessary documentation for review.
- Be professional, courteous, and respectful throughout the request.