

# Exception Request Justification Statement

Request Title/Subject

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Date of Request

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Requestor Name & Department

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Type of Exception Being Requested

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Detailed Description of the Request

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Justification for Exception

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Business Impact/Risks if Not Approved

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Mitigation Strategy (if applicable)

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Duration of Exception

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Approvals/Reviews

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## Important Notes

- Clearly specify the necessity and justification for each exception.
- Include potential risks and steps taken to mitigate them.
- This document may require review and approval from relevant authorities.
- Keep all details factual and concise.
- Attach supporting documents if needed.