

Exception Request Justification Statement

Request Title/Subject

Date of Request

Requestor Name & Department

Type of Exception Being Requested

Detailed Description of the Request

Justification for Exception

Business Impact/Risks if Not Approved

Mitigation Strategy (if applicable)

Duration of Exception

Approvals/Reviews

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.