

DATE OF LETTER

Ms. Susan Smith
Director
Office of Contractual Review
Division of Administration
P. O. Box 94095
Capital Annex - Room 207
Baton Rouge, Louisiana 70804-9095

RE: Justification for late contract submittal

Dear Ms. Smith:

The above referenced contract with *(Name of Contractor)* for the purpose of providing *(describe services)* was submitted late due to*(state reason(s))*

Your approval of this contract is appreciated. If any additional information is necessary, please call *(enter phone number)*.

Sincerely,

NAME OF PREPARER
TITLE