**DATE OF LETTER**

Ms. Pamela Bartfay Rice, Esq.  
Assistant Director, Professional Contracts  
Office of State Procurement  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095

RE: Justification for late contract submittal

Dear Ms. Rice:

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**