**DATE OF LETTER**

Mr. Tom Ketterer  
Director  
DOA-Office of State Procurement  
P.O. Box 94095  
Baton Rouge, Louisiana 70804-9095

RE: Justification for late contract submittal

Dear Mr. Ketterer:

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**