

Request for Policy Change or Exception

Subject: Request for Policy Exception

Hi [Manager's Name],

I'm reaching out to request an exception to [specific policy] in my situation. I understand the policy exists for good reasons, but I believe my circumstances warrant special consideration.

Here's my situation: [explain circumstances clearly and concisely]. This is creating challenges because [describe impact]. I've explored all standard options, including [list alternatives tried], but none adequately address my needs.

I'm requesting [specific exception or modification]. This would allow me to [desired outcome] while still respecting the spirit and intent of the original policy. To ensure this doesn't set an unwanted precedent, I suggest [conditions or limitations on the exception].

I've thought through the implications and I'm prepared to [commitments you're willing to make]. I believe this solution is fair and reasonable given the circumstances.

I really appreciate you taking the time to consider this request. I'm happy to discuss it further and provide any additional information that would be helpful.

Thanks so much for your consideration.

Best,

[Your Name]

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