

# LETTER OF NECESSITY

To Whom It May Concern:

This Letter of Necessity is issued to certify that the undersigned requires immediate access to the specified goods, services, or facilities as outlined below, under circumstances necessitating urgent action. This letter is submitted to comply with applicable laws and regulations and to ensure that all procurement or engagement complies with United States legal requirements.

**Requester Information:**

Full Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact Information (Phone/Email): \_\_\_\_\_

**Description of Necessity:**

Please provide a detailed description of the goods, services, or facilities required, including specifications, quantities, and any other relevant information which justifies the necessity and urgency of this request under current conditions.

**Justification for Urgency:**

Explain the reasons why the procurement or engagement cannot be delayed and detail the potential implications, risks, or consequences associated with any delay in fulfilling this request.

**Legal and Regulatory Compliance:**

The undersigned certifies that all actions taken pursuant to this letter will comply with all applicable federal, state, and local laws, including procurement regulations and ethical standards. This letter does not waive any legal requirements or authorizations necessary for the acquisition or usage of the requested goods or services.

**Duration and Scope of Necessity:**

Specify the expected duration for which the necessity exists and any limitations on the scope, usage, or distribution of the procured goods or services under this Letter of Necessity.

**Acknowledgement and Agreement:**

By signing below, the undersigned acknowledges that this Letter of Necessity is a formal document subject to all applicable legal and regulatory requirements, and agrees to provide any additional documentation or information as requested to support this necessity. The undersigned affirms that the information provided herein is true, complete, and accurate to the best of their knowledge.

**Signatures:**

**Requester Signature**

**Approving Authority Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

compliance with applicable procurement regulations or legal obligations.

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