



NORTH CAROLINA AGRICULTURAL AND TECHNICAL  
STATE UNIVERSITY

Attachment B

Example: Letter of Justification

DATE

North Carolina A & T State University  
Attn: Department Head  
1601 E. Market Street  
Greensboro, NC 27411

Re: University Cell Phone

Dear (Department Head):

Regarding a university cell phone, I am putting my request in writing. I feel that I need a university cell phone based on the fact that with my job expanding I am out of my office frequently and there are times when I need to call back to the office. Often times I am not near a land line phone and end up using my personal cell phone. Because of this I have gone over my personal cell phone minutes 100 to 160 minutes per month over the last two months with up to 400 of my plan minutes used for university related business.

Therefore, I am making a formal request that the university purchase a cell phone for my use and take some of the burden off my personal phone for work related calls.

Sincerely,

End User  
Title  
Department