

# Letter of Justification for Unexpected Travel

Date: [Insert Date]

To,

[Client's Name]  
[Client's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally justify my unexpected travel for client engagement scheduled on [insert date]. Due to [briefly explain the reason, e.g., a sudden project development, requirement changes, etc.], it became imperative that I be present on-site to ensure smooth communication and facilitate the necessary discussions.

This travel will not only enhance our collaboration but also expedite the resolution of the issues at hand. I assure you that this visit is crucial for maintaining project timelines and ensuring that we meet our mutual objectives effectively.

Please feel free to reach out if you require any further information or clarification regarding this matter. I appreciate your understanding and look forward to our continued partnership.

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]