

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name/Organization]  
[Department]  
[Address]  
[City, State, Zip Code]

**Subject: Explanation of Extraordinary Emergency Legal Travel Expenses**

Dear [Recipient Name],

I am writing to provide a formal explanation regarding the extraordinary travel expenses incurred between [Start Date] and [End Date]. These costs were the direct result of an unforeseen legal emergency requiring my immediate presence in [Location].

Due to the nature of the legal matter, specifically [Briefly state reason, e.g., urgent court summons, emergency custody hearing, or immediate legal deposition], it was necessary to secure travel arrangements on extremely short notice. As a result, standard booking procedures and cost-saving measures could not be applied.

The following factors contributed to the elevated costs:

- Last-minute airfare procurement to meet court-mandated deadlines.
- Limited availability of standard accommodation near the legal venue.
- Unavoidable changes to travel dates dictated by judicial proceedings.

Attached to this letter are the supporting documents, including [List attachments, e.g., court orders, legal notices, and receipts], which verify the urgency and necessity of this travel.

I request that these expenses be reviewed and approved given the exceptional circumstances. Please contact me if you require further clarification or additional documentation.

Sincerely,

[Signature]

[Printed Name]