

Application for Public Holiday Exemption

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization's Name], a non-profit organization dedicated to [briefly describe your mission or purpose]. We are planning to hold a special event on [Event Date] to [describe the purpose of the event, e.g., raise funds, awareness, community service, etc.].

This event aims to [explain how the event will benefit the community or support a charitable cause], and as such, we kindly request an exemption from the restrictions typically associated with public holidays.

We believe that granting this exemption will allow us to maximize participation and impact for the community, as [provide reasons why the exemption is essential, like larger attendance, community engagement, etc.].

We appreciate your consideration of our request and look forward to the possibility of collaborating to make this event a success for our community.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]
[Your Contact Information]
[Your Organization's Website]