

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the public holiday exemption policies that your organization has in place. As an interested party, I would like to understand the criteria for exemption, the application process, and any relevant deadlines.

Furthermore, I would appreciate any additional information on how these policies may affect employees and employers within our community.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]