

Justification for Public Holiday Exemption

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

Subject: Request for Public Holiday Exemption for [Project Name]

I am writing to formally request an exemption from the public holiday regulations for our project, [Project Name], which is scheduled to commence on [Start Date] and conclude on [End Date]. This project is critical for [briefly explain the importance of the project and its impact].

The nature of the work involved requires uninterrupted progress due to [reasons such as tight deadlines, operational requirements, etc.]. Completing this project without delay will ensure that we meet our obligations to [explain stakeholders, clients, or sectors affected by the project].

We have made arrangements to ensure that all work performed during the public holiday will comply with the relevant regulations, including [mention any compensatory measures, safety protocols, or employee agreements that will be in place].

We believe that granting this exemption will not only benefit our project but will also contribute positively to [explain how it benefits the wider community or organization].

Thank you for considering our request. We are looking forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]