

Letter of Recommendation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to recommend [Recipient's Name] for exemption from public holiday duties in light of their involvement in community service activities. [Recipient's Name] has demonstrated exceptional commitment to [briefly describe the community service or project] during [time period].

Through their hard work and dedication, [Recipient's Name] has significantly impacted our community, providing [mention specific services or benefits]. Their efforts reflect a strong sense of responsibility and community spirit.

Given their contribution to our community and their commitment to service, I kindly request that [Recipient's Name] be granted exemption from public holiday obligations. This will allow them to continue their valuable work without interruption.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]

[Your Position]