

Reminder: Public Holiday Exemption Procedures

Dear [Recipient's Name],

This is a friendly reminder regarding the exemption procedures for the upcoming public holiday on [Date]. Please ensure that you have completed the necessary forms and submitted them to the appropriate department by [Submission Deadline].

For your convenience, here is a brief outline of the exemption process:

- Review the exemption criteria outlined in [Relevant Document/Policy].
- Complete the exemption application form.
- Gather any required supporting documents.
- Submit your application to [Contact Person/Department] by [Submission Deadline].

Should you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]