

# Request for Public Holiday Exemption

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from the upcoming public holiday scheduled on [Insert Date] for our employees at [Your Company/Organization Name].

Due to [reason for exemption, e.g., increasing workload, ongoing projects, critical deadlines], we believe that it would serve the best interest of our team and the organization if we operate on this day.

We are committed to ensuring that this request aligns with both operational needs and employee well-being. We are prepared to offer [proposed alternatives, e.g., time off in lieu, additional compensation, etc.] to those who would be working on this day.

Thank you for considering our request. I am looking forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]