

[Your Name]
[Your ID Number/Job Title]
[Your Address/Department]
[Date]

[Recipient Name]
[Position/Title]
[Organization/School Name]

Subject: Request for Uniform Policy Exemption

Dear [Recipient Name],

I am writing to formally request an exemption from the current uniform policy for [myself / my child, Name].

This request is based on the following reason(s):
[Insert reason here: e.g., Medical condition, Religious beliefs, Sensory requirements, etc.]

Due to these circumstances, the current uniform requirement poses a significant difficulty. Specifically, [provide a brief explanation of the specific item of clothing that is an issue and why].

As an alternative, I propose [suggest a compromise, such as wearing a specific color, a different fabric, or a modified version of the uniform].

I have attached supporting documentation [mention if you have a doctor's note or other proof] to assist with your review of this request.

I am happy to discuss this matter further to find a solution that respects both the organization's standards and my specific needs. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]