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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: PUBLIC HOLIDAY ENTITLEMENTS**

I am writing to ask you to correct an issue with my public holiday entitlements.

The concern I have about my public holiday entitlements is:

[DESCRIBE THE PROBLEM YOU WANT YOUR EMPLOYER TO CORRECT OR ADDRESS. GIVE ENOUGH DETAIL FOR YOU EMPLOYER TO UNDERSTAND THE PROBLEM FROM YOUR POINT OF VIEW].

Please contact me to discuss a resolution to this matter.

I look forward to hearing from you. Thank you for your help with this matter.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]