To: [Employee/Student Name]  
From: [Supervisor/Principal Name]

Date: [Date]

Subject: **Suggestive Memo for Uniform Exemption to Part-Time Working Students**

Dear Manager,

I am writing this letter on behalf of the head of the Directorate of Students Affairs (DSA) and the Council of the Regulatory Authority (CRA). I am glad that our school observes strict rules and regulations to manifest discipline, good management, and a sense of responsibility in students.

Schools are responsible for equipping students with a good education, knowledge, and skills, and training them to teach good manners, ethics, and the regimentation of ordained rules and laws to become good citizens.

In this letter, I intend to propose an exception from the norm. It is to facilitate our students who work before or after their school timings. We have generated a list of students who work part-time jobs to meet their expenses. Such students are our priority in making them feel facilitated and relaxing some laws and regulations.

I like hard-working, independent students who work in shifts and make ends meet. To facilitate them, I propose to exempt them from wearing uniforms. Those who have to go to their jobs or come to school from their jobs can wear colorful non-uniform dresses, too.

This will facilitate them and save them a lot of time. Such students lack time slots and have to rush to meet the deadlines. It will bring peace to them and make space for them to manage their time effectively.

I hope this can be done without any complicated processes. We only need to send a notice to the students with jobs. I need your approval to send the notice. I hope you will like this idea and approve the memo letter.

If you find anything worthy of further discussion, we can discuss it during office hours. Please share your response with me at [email address]. I will be glad to receive your positive response. It will increase students' trust in the DSA and CPO-OP authorities. Thank you.

Good Regards

[name]  
[designation]  
[name of the school]  
[signature & official stamp]