**To**

**[The Recipient Name]**

**Re. Memo Letter for Not Wearing Uniform**

Dear Manager,

I am [name], the head of the department of Quality Assurance and Inspection Center. It is to inform you that the office gave permission to Mr. [name] not to wear the uniform in the office and come in colorful dresses. It was permitted on account of her accident which caused some bandages on her arm and wrist. It causes fitting issues; therefore, she has been exempted from the uniform strictness.

However, it has been seen that the helping staff of the office does not come in uniform. Most of the come to the office in their casual dresses. The guard, mess in charge, mess distributor, office boys, and other grade-1 staff do not observe the uniform-wearing rule. This disrupts the office environment and looks unprofessional.

Your request to look into this matter and enforce the observance of the rules in the office by all the staff including lower and higher grades. Office spends a lot of money on the stitching and designing of uniforms, hence, it is totally unreasonable not to follow the said rules without valid reasons.

I hope you will take the required action and enforce company rules. Thank you.

From,

[name]  
[Company]  
[signature]