[DATE]

ADDRESSEE

**RE: Eid Religious Accommodations Request**

Dear ADDRESEE,

 My name is [*insert full name*]. I am [*job title*] at [*employer or department*].

As you may be aware, Ramadan began on [**date**], and will end on or around sunset on [**date**]. Ramadan is a month in the Islamic lunar calendar during which Muslims abstain from food and drink from pre-dawn until sunset each day.

At the conclusion of Ramadan, Muslims celebrate with the Eid al-Fitr holiday. Eid al-Fitr is commemorated by Muslims worldwide through prayer, spending time with family, and in celebration according to their unique traditions. **Eid al-Fitr is expected to occur on** [**date**]**. As the Eid al-Fitr holiday will occur on a weekday, please be prepared to excuse my absence on that date.**

I appreciate your immediate attention to this matter. Should you have any questions about this letter, please do not hesitate to contact me at [*phone number or email*]. Thank you.

Sincerely,

[NAME]

EMAIL | PHONE