**[DATE]**

**PRINCIPAL/SUPERINTENDENT**

**SCHOOL NAME**

**ADDRESS CITY, STATE, ZIP CODE**

**EMAIL | PHONE**

RE:  Eid Religious Accommodations Request

Dear **[PRINCIPAL/SUPERINTENDENT]**:

My name is **[name]**, and I am the parent of **[student name]**, grade **[number]**, at **[school name]**. **[Student name]** is Muslim, and I requesting you provide **[student name]** with an excused absence on Eid al-Fitr (EED-al-FITTER), or “feast of fast breaking” holiday.

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.

I also request that **[student name]** be given an excused absence on [**date**] to celebrate Eid al-Fitr with their family, friends, and community. Any schoolwork missed, or tests can be made up. Please do not hesitate to contact me to further discuss providing this accommodation while continuing to promote a safe and supportive school environment. Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[PARENT NAME]

ADDRESS CITY, STATE, ZIP CODE

EMAIL | PHONE