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Dear

I write to inform you that the Islamic month of Ramadan is coming up. Ramadan will start on Saturday, April 2 and end on/around Monday, May 2. Muslims typically fast from dawn to sunset during the month of Ramadan. Fasting includes abstention from all food and drink

At the end of Ramadan, Eid al-Fitr (a religious holiday ) will take place on/ around Monday, May 2. Celebrating Eid is considered a religious obligation for Muslims. Because the Islamic calendar is a lunar calendar, these dates change every year, and sometimes the exact date of the beginning of Ramadan and of Eid al-Fitr are not determined until the night before.

I would like to discuss accommodations to allow me to practice my religious belief during Ramadan and Eid. Specifically, I need

If you have any questions or concerns, please do not hesitate to contact me.  
Thank you.

Sincerely,