

Dear [Professor Name/Dean of Student Affairs],

I write to inform you that the Islamic month of Ramadan is coming up. Ramadan will start on Wednesday, March 22 and end on/around Friday, April 21. 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 Friday, April 21. 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 dates 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 [list specific accommodation needs for exams or assignments. Other examples include 15-minute breaks during class to pray and eat a snack if the class coincides with sunset or exam accommodations if the exams are around sunset.]

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

Sincerely,

[Your Name]

[Insert your preferred contact info: email and/or phone]