

Template Letter for Student 1

Dear [Professor Name/Dean of Student Affairs],

I write to inform you that an Islamic holiday is coming up. This year, Eid al-Fitr (marking the end of the month of Ramadan) will be on/around Friday, April 21. Observing Eid is a religious obligation for Muslims.

Because the Islamic calendar is a lunar calendar, these dates change every year, and sometimes the exact date of Eid al-Fitr is not determined until the night before.

I would like to discuss accommodation to allow me to practice my religious belief of celebrating Eid. Specifically, I need [list specific accommodation needs for exams or assignments].

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]