

# LETTER TEMPLATES



**AUDIENCE:** Prison/Carceral Facility Warden  
**WRITER:** Party Addressing Concerns of the Denial of Religious Accommodations to an Incarcerated Person

[Warden's Name]:

I am writing to discuss concerns about the treatment of [Name of Incarcerated Person] during the holy month of Ramadan. I have been informed that [Name] has been denied accommodations to participate in Ramadan programming at [Facility Name], as required by their religious beliefs.

[Describe any specific harms the imprisoned person has already suffered, such as "They have been forced to miss x fasts," or "They have been forced to go without food or drink for \_\_\_ hours above and beyond the required fast."]

[Facility Name] is required by the Free Exercise Clause of the First Amendment to the U.S. Constitution and the Religious Land Use and Institutionalized Persons Act [replace with Religious Freedom Restoration Act if this is a federal prison] to accommodate the sincerely held beliefs of its wards, including [Name's] Ramadan religious practice.

Please respond to me as soon as possible at [address, email, phone number] to explain why [Name] was denied Ramadan accommodations and what can be done to remedy this situation so that [Name] is not forced to violate their religious beliefs during Ramadan.

Sincerely,

*Signature Here*

[Your Name]

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