

LETTER TEMPLATES



AUDIENCE: School Official (Professor or Dean)
WRITER: College Student Seeking Accommodation for Eid

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 Tuesday, April 9, 2024. Observing Eid is a religious obligation for Muslims like me.

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 in the observance of Eid. Specifically, I need [list specific accommodation needs; examples include accommodations needed for exams or assignments]. Please let me know as soon as you can whether you will provide me with these accommodations, and if not, why not.

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

Sincerely,

Signature Here

[Your Name]

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