

LETTER TEMPLATES



AUDIENCE: School Official (Principal or Teacher)
WRITER: Parent of Student Seeking Accommodation for Eid

Dear [Principal/Teacher Name],

I am [Student's Name]'s parent. I am reaching out to inform you that my child, [Student's Name] will be absent on/around Tuesday, April 9, 2024, to celebrate Eid al-Fitr (a religious holiday to celebrate the end of the month of Ramadan). 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 Eid al-Fitr is not determined until the night before.

[Student's Name] will require an accommodation to be able to practice their religious belief in the observance of Eid. This includes excusing their absence on Eid, sufficient time to do makeup work, assignment assistance, and other means to ensure that my child[ren] do[es] not suffer any disadvantage for observing Eid. Please let me know as soon as you can whether you will provide 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

[Parent's Name]

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