

LETTER TEMPLATES



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

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 or around Sunday, March 10, 2024, and end on or around Tuesday, April 9, 2024. 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 Tuesday, April 9, 2024. 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 beliefs in the observance of Ramadan and Eid. Specifically, I need [list specific accommodation needs for exams or assignments; 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 dawn or sunset]. 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]