

LETTER TEMPLATES



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

Dear [Principal/Teacher's Name],

I am [Student's Name]'s parent. I am reaching out 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 like my child[ren] typically fast from dawn to sunset during the month of Ramadan. Fasting includes abstention from all food and drink.

[Student's Name] will require a reasonable accommodation to be able to practice their religious belief by observance of fasting in the month of Ramadan. We anticipate [Student's Name] will need to be excused from participating in certain in-school or out-of-school activities, such as gym activities. Specifically, the accommodations needed are [list specific accommodation needs for exams or assignments.] Please let me know as soon as you can whether you will provide these accommodations, and if not, why not.

In addition, [Student's Name] will be celebrating Eid al-Fitr (the Islamic holiday that follows Ramadan) on/around Tuesday, April 9, 2024, and therefore will require additional accommodation for this day. Celebrating 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.

The requested accommodation includes excusing [Student's name] absence on Eid, sufficient time to do makeup work, assignment assistance to the extent that it may be needed, and any other assistance to ensure they are not disadvantaged for participating in Eid festivities. 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]