EID ACCOMMODATION LETTER – WORK TEMPLATE

Dear [Supervisor Name],

My name is [insert full name]. I am [job title] at [employer or department].

As you may be aware, Ramadan began on March 23, 2023, and will end on or around sunset on April 20, 2023. Ramadan is a month in the Islamic lunar calendar during which Muslims abstain from food and drink from pre-dawn until sunset each day.

At the conclusion of Ramadan, Muslims celebrate with the Eid al-Fitr holiday. Eid al-Fitr is commemorated by Muslims worldwide through prayer, spending time with family, and in celebration according to their unique traditions. Eid al-Fitr is expected to occur on or around Friday, April 21, 2023. As the Eid al-Fitr holiday is expected to occur on a weekday, please be prepared to excuse my absence on that day.

I appreciate your immediate attention to this matter. Should you have any questions about this reasonable accommodation request, please do not hesitate to contact me at [phone number or email].

Thank you.

Sincerely,

[full name]

EID ACCOMMODATION LETTER – SCHOOL TEMPLATE

Dear [principal/superintendent],

My name is [insert full name] and I am the parent of [student full name] at [school name]. [Student name] is Muslim, and I am requesting you provide [student name] with an excused absence on Eid al-Fitr, or "feast of fast breaking."

As you may be aware, Ramadan began on March 23, 2023, and will end on or around sunset on April 20, 2023. The Eid al-Fitr holiday, marking the end of the fast, will begin on or about Friday, April 21, 2023.

Eid al-Fitr is commemorated by Muslims worldwide through prayer, spending time with family, and in celebration according to their unique traditions.

Many school districts across the country work to ensure that Muslim students have access to religious accommodations, as required by federal and state law, during the month of Ramadan, and the following Eid celebration.

I am requesting that [student name] be given an excused absence on [date] to celebrate Eid al-Fitr with their family, friends, and community. Any schoolwork missed or tests can be made up.

Please do not hesitate to contact me to further discuss providing these accommodations while continuing to promote a safe and supportive school environment. Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[PARENT NAME  
ADDRESS CITY, STATE, ZIP CODE  
EMAIL | PHONE]