Dear (Supervisor),

My name is (your name) and I seek accommodation to complete my daily prayers in a quiet and private area at my workplace. My work hours stem from (your start time to end time), meaning I would need to take short breaks to pray (# number of times) daily. These breaks to pray typically last no more than fifteen minutes.

I also request that I be excused from the workplace on Fridays between the hours of (insert time needed for Jummah prayer) to attend weekly congregational prayer held at the nearby Islamic Center.

The five daily prayer times are determined by the sun’s position in the sky. Dhuhr, the second prayer of the day, is to be offered when the sun passes its zenith. This occurs in the early afternoon, which falls during my work hours. On Fridays, Dhuhr prayer is offered in congregation with other Muslims at the local Islamic Center.

As a practicing Muslim, it is imperative that I am able to complete my daily prayers and Friday prayer in accordance with my sincerely held religious beliefs.

Title VII of the Civil Rights Act of 1964 prohibits discrimination in public and private employment. It also requires employers to make reasonable accommodations of employees' religious observances and practices, unless doing so would cause the employer “undue hardship.” The United States Supreme Court has regularly affirmed the right to freely practice one’s religion, widely held this right applies to state and local governments (See *Cantwell v. Connecticut*, 310 U.S. 296 (1940)).

Therefore, state and federal law allows for religious accommodations at work as long as they do not impose an undue burden. Allowing for short breaks - about 15 minutes - for prayer will not interfere with my work nor the function of the workplace. Courts have established for decades that these breaks are within the reasonable accommodation framework and do not establish an undue burden. I will be sure to schedule my duties around these prayer times and ensure any work that cannot be rescheduled is made up.

Please feel free to contact me if you have questions or would like to discuss how to best provide these accommodations. Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

(Your name)