April 14, 2021

***VIA METHOD OF DELIVERY***

ADDRESSEE

**RE: Ramadan Religious Accommodations Request**

Dear ADDRESEE,

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

As you may be aware, Ramadan, the holy month of Islam, began at sunset on April 13 and will end at sunset on May 12. Ramadan is a time for growth, reflection, and community engagement. During this time, Muslims generally observe Ramadan’s fast between dawn and sunset and do not drink or eat anything during this time. Further, it is common for Muslims to increase their prayers and charity during Ramadan.

Muslims are also required to observe their five daily prayer times during Ramadan. These prayers fall at: (1) dawn; (2) noon; (3) midafternoon; (4) sunset; and (5) during the evening. While performing the five daily prayers is obligatory for Muslims throughout the year, doing so is especially relevant during Ramadan. These prayers typically take 5-10 minutes to complete and are equivalent to the time usually necessary to take a restroom break. As such, I am requesting to be accommodated for any requests for prayer breaks during Ramadan.

At the conclusion of Ramadan, Muslims celebrate with the Eid ul-Fitr holiday, which is estimated to occur on Thursday, May 13. As the Eid ul-Fitr holiday will occur on a weekday, please be prepared to excuse my absence on that date.

In sum, I am requesting that I be allowed to observe Ramadan according to my sincerely held beliefs. Allowing brief breaks for prayer during the day are reasonable and will not negatively impact any business functions.

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

Sincerely,