[DATE]

ADDRESSEE

**RE: 2024 Eid al-Fitr Religious Accommodation Request**

Dear ADDRESEE,

 My name is [insert full name]. I am [job title] at [employer or department]. I am writing to request a religious accommodation to allow me **to observe the Islamic holiday, Eid al-Fitr (EED-al-FITTER), which will fall on or around April 10, 2024.**

Eid al-Fitr is an important religious holiday that concludes the holy month of Ramadan for Muslims worldwide. Ramadan is a sacred month for Muslims that is characterized by abstention from food and water from dawn to dusk, as well as increased worship, nightly congregational prayers, and other devotional acts. Muslims consider Ramadan to be a sincere time for individual and communal prayer, religious study, and moral improvement and purification.

At Ramadan’s conclusion, Muslims observe Eid al-Fitr during which they engage in communal obligatory prayer, spend time with family, and celebrate according to their unique traditions. It is customary for Muslims to celebrate Eid al-Fitr for three consecutive days. This year, the month of Ramadan began at sunset on March 10, 2024, and will end at sunset on or around April 9, 2024. Eid al-Fitr is expected to begin on or around April 10, 2024.**[[1]](#footnote-1)**

In line with my sincerely held religious beliefs and federal and state laws, I am requesting the following accommodation to allow me to observe Eid al-Fitr on [insert date(s)]: [insert accommodation request].

I appreciate your immediate attention to this matter and thank you in advance for your consideration and commitment to a diverse and inclusive workplace. Please do not hesitate to contact me to discuss any of the foregoing requests for religious accommodation.

Sincerely,

[NAME]

[ADDRESS CITY, STATE, ZIP CODE]

[EMAIL | PHONE]

1. These dates for Ramadan and Eid are *projected* calculations based on a lunar calendar. Therefore, the dates may change and your Muslim students may need to observe Ramadan and Eid a day or two earlier or later. Schools and administrators should do their best to accommodate any changes in the dates signified.  [↑](#footnote-ref-1)