

[Your Name]
[Your Job Title]
[Date]

To: [Supervisor Name or Human Resources Department]
From: [Your Name]
Subject: Religious Accommodation Request - Daily Prayer Schedule

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a religious accommodation regarding my daily work schedule. My religious practice requires me to perform prayers at specific times throughout the day.

I am requesting a brief break of [Number] minutes, [Number] times per day, to observe these prayers. I am happy to schedule these breaks during my existing lunch period or to adjust my start and end times to ensure that my total daily work hours and productivity remain consistent with my job requirements.

The specific times I am requesting for these breaks are:

- [Time 1]
- [Time 2]
- [Time 3]

I am committed to fulfilling all of my professional responsibilities and am open to discussing how we can integrate this schedule with the needs of the team. I would appreciate the opportunity to meet with you to discuss this request further.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]