

[Your Name]
[Your Employee/Student ID Number]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Supervisor, Principal, or HR Manager]
[Name of Organization/Institution]
[Department]
[Organization Address]

Subject: Request for Religious Accommodation Regarding Uniform Policy

Dear [Name of Recipient],

I am writing to formally request a religious accommodation regarding the [Company/School] uniform and dress code policy.

As a practicing member of the [Name of Religion] faith, my sincerely held religious beliefs require me to wear [Name of headwear, e.g., a hijab, turban, skullcap/yarmulke, etc.] at all times, including while at [work/school].

I am requesting an exemption from the current headwear policy to allow me to wear this religious garment. I am committed to ensuring that the [headwear] is worn in a professional manner and, if necessary, I am willing to wear it in a color that coordinates with the standard uniform, such as [suggested color, e.g., black, navy, or white].

My religious practice does not interfere with my ability to perform my duties or participate in activities. I would appreciate the opportunity to discuss this request with you to ensure a solution that respects both my religious obligations and the organizational standards.

Thank you for your time and for considering this request for accommodation. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]