

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

[Manager's Name]  
[Company Name]

Subject: Religious Accommodation Request - [Holiday Name]

Dear [Manager's Name],

I am writing to formally request a religious accommodation regarding my work schedule. I am a practicing [Your Religion], and I will be celebrating [Holiday Name] on [Date or Date Range].

To observe this holiday in accordance with my religious beliefs, I would like to request the following time off:

- Date(s): [Insert Dates]
- Time: [Full day or specific hours]

I am committed to ensuring that my responsibilities are covered during my absence. I plan to [mention how you will prepare, e.g., complete tasks in advance or coordinate with a colleague].

I am happy to discuss how this request can be accommodated while meeting the needs of the team. Please let me know if you need any further information.

Thank you for your time and for respecting my religious practices.

Sincerely,

[Your Signature]  
[Your Printed Name]