

Date: [Date]

To: [Name of Supervisor/HR Department/Administrator]

From: [Your Full Name]

Subject: Request for Religious Accommodation regarding Vaccination Mandate

Dear [Name of Recipient],

I am writing to formally request a religious accommodation regarding the [Company/Organization Name] vaccination mandate. I am requesting an exemption from this requirement based on my sincerely held religious beliefs.

My religious beliefs prevent me from receiving the [Name of Vaccine, e.g., COVID-19] vaccine. Specifically, [Optional: Insert a brief description of the religious principle or belief that conflicts with the vaccination mandate].

Because of these sincerely held religious convictions, I am requesting that you provide a reasonable accommodation that would allow me to continue my [employment/education] without violating my faith. I am willing to discuss alternative safety measures, such as [periodic testing, wearing a mask, or social distancing], to ensure the health and safety of the community while upholding my religious practices.

I trust that you will respect my request for a religious exemption in accordance with [Title VII of the Civil Rights Act or applicable local laws]. I am available to provide further information regarding my religious beliefs if necessary.

Thank you for your time and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee/Student ID Number, if applicable]