

[Your Name]  
[Your Employee ID]  
[Your Job Title]  
[Date]

To: [Manager's Name or Human Resources Department]  
[Company Name]

**Subject: Request for Religious Accommodation - Fasting Period Shift Modification**

Dear [Name of Manager or HR Representative],

I am writing to formally request a temporary religious accommodation regarding my work schedule. I will be observing [Name of Religious Holiday/Month, e.g., Ramadan], which involves fasting from dawn until sunset. This period is expected to take place from [Start Date] to [End Date].

To fulfill my religious obligations while maintaining my productivity and responsibilities, I am requesting the following modification to my current shift:

- **Current Schedule:** [Your current hours]
- **Requested Schedule:** [Requested start/end times or shift change]
- **Break Adjustment:** [Optional: Request to move lunch break to sunset for Iftar/breaking of the fast]

This adjustment will allow me to manage my energy levels and perform my duties effectively during the fasting period. I am committed to completing all my assigned tasks and ensuring that my shift change does not negatively impact the team's operations.

I am available to discuss this request further to find a solution that meets both my religious needs and the requirements of the department. Thank you for your time and for considering this request for accommodation.

Sincerely,

[Your Signature]  
[Your Printed Name]