

[Your Name]
[Your Employee/Student ID Number]
[Your Department/Grade]

[Date]

[Name of Supervisor, Principal, or HR Representative]
[Name of Organization/School]
[Address]

Subject: Request for Religious Accommodation regarding Uniform Policy

Dear [Name of Recipient],

I am writing to formally request a religious accommodation regarding the standard uniform policy at [Name of Organization/School]. My sincerely held religious beliefs require me to observe specific modesty standards that are not currently met by the standard uniform.

Specifically, my faith requires that I [describe the specific requirement, e.g., wear a head covering/hijab, wear long sleeves, or wear a full-length skirt or loose-fitting trousers] instead of the standard [mention the specific uniform item you are seeking to modify].

To adhere to these requirements while maintaining the professional appearance of the organization, I propose the following modifications:

- [Modification 1: e.g., Wearing a headscarf in a color that matches the uniform.]
- [Modification 2: e.g., Wearing a long-sleeved undershirt beneath the uniform polo.]
- [Modification 3: e.g., Substituting the uniform shorts with trousers of the same fabric and color.]

I am committed to my [work/studies] and wish to ensure that my attire remains consistent with the organization's professional standards and safety requirements. I am open to discussing alternative solutions that would allow me to practice my faith while fulfilling my duties.

Thank you for your time and for considering this request. I look forward to discussing this with you further.

Sincerely,

[Your Signature]
[Your Printed Name]