

[Your Name]
[Your Job Title/Department]
[Date]

To: [Supervisor Name or Human Resources Department]
[Company Name]

Subject: Request for Religious Accommodation - Designated Prayer Space

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a religious accommodation regarding my need for a designated quiet space to perform daily prayers. My sincerely held religious beliefs require me to pray at specific times during the day.

I am requesting access to a small, private, and quiet area within the workplace for approximately [Number] minutes, [Number] times per day. I am happy to schedule these brief breaks during my standard rest periods or at times that minimize impact on my work duties and team operations.

I am committed to fulfilling all my job responsibilities and am open to discussing how this accommodation can be implemented effectively. Please let me know what next steps are required to move forward with this request or if you need any further information.

Thank you for your time and for supporting a diverse and inclusive work environment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number/Email]