

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

[Manager's Name]  
[Company Name]

Subject: Request for Flexible Working Hours for Religious Observance

Dear [Manager's Name],

I am writing to formally request a temporary adjustment to my working hours to accommodate my religious observances during the period of [Start Date] to [End Date].

Due to the requirements of [Name of Religious Festival/Practice], I would like to propose the following change to my schedule:

- Current Hours: [Insert current hours]
- Proposed Hours: [Insert proposed hours]

I am committed to ensuring that my total weekly hours remain the same and that my workload is managed effectively. To ensure no disruption to the team, I plan to [explain how you will cover tasks, e.g., starting earlier, working later on other days, or completing tasks in advance].

I am happy to discuss this request further to find a solution that works for both the department and my religious commitments. Thank you for your time and consideration.

Yours sincerely,

[Your Signature]  
[Your Printed Name]