

[Your Name]
[Your Employee ID/Position]
[Date]

[Manager's Name or HR Department]
[Company Name]

Subject: Request for Temporary Schedule Modification for Religious Fasting

Dear [Name of Manager or HR Representative],

I am writing to formally request a temporary adjustment to my current work schedule to observe [Name of Religious Observance, e.g., Ramadan]. This period of fasting is scheduled to take place from [Start Date] to [End Date].

To fulfill my religious obligations while maintaining my professional responsibilities, I would like to propose the following modification to my hours:

- **Current Schedule:** [e.g., 9:00 AM - 5:00 PM]
- **Proposed Schedule:** [e.g., 7:00 AM - 3:00 PM]
- **Break Adjustment:** [e.g., Shortened lunch break to allow for earlier departure or specific prayer times]

This adjustment will ensure that I am able to [e.g., break my fast with my family / attend evening prayers] while ensuring that all my daily tasks and deadlines are completed without disruption.

I am happy to discuss this request further to ensure it aligns with the team's operational needs. Thank you for your time and for supporting a diverse and inclusive workplace.

Sincerely,

[Your Signature]
[Your Printed Name]