

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

[Manager's Name]
[Company Name]

Subject: Request for Temporary Schedule Adjustment for [Religious Holiday/Event]

Dear [Manager's Name],

I am writing to formally request a temporary adjustment to my work schedule to observe [Name of Religious Holiday/Event]. This observance is an important part of my religious practice.

I would like to request the following schedule changes:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Proposed Temporary Hours:** [e.g., 7:00 AM to 3:00 PM / Leaving early at 2:00 PM on Fridays]

To ensure my responsibilities are covered during this time, I plan to [explain how work will be handled, e.g., completing tasks early, making up hours on other days, or coordinating with a specific colleague].

I am happy to discuss this request further to find a solution that balances my religious requirements with the needs of the team. Thank you for your time and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]