

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Extended Lunch Break for Religious Observance

Dear [Manager's Name],

I am writing to formally request a modification to my current lunch break schedule to accommodate my religious observances. Specifically, I would like to request an extended break on [Day of the week, e.g., Fridays] starting from [Date].

To fulfill my religious obligations, I require a break from [Start Time] to [End Time].

To ensure that my total daily working hours remain the same and my responsibilities are met, I propose to make up the additional time by:

- Arriving [Amount of time] earlier in the morning.
- Staying [Amount of time] later in the evening.
- Shortening my lunch breaks on other days of the week.

I am committed to ensuring that this change does not impact my productivity or the team's workflow. I am happy to discuss how we can best manage my tasks during this time to ensure continuous coverage.

Thank you for your time and for considering my request for religious accommodation.

Sincerely,

[Your Name]

[Your Job Title]