

[Your Name]  
[Your Organization/Department]  
[Date]

[Event Coordinator Name]  
[Event Name/Planning Committee]  
[Address]

Subject: Religious Dietary Restriction Request for [Event Name]

Dear [Name],

I am writing to formally request a religious dietary accommodation for the upcoming [Event Name] scheduled on [Date].

Due to my religious beliefs and practices, I strictly observe the following dietary requirements:

- [Specify requirement: e.g., Halal / Kosher / No Pork / No Alcohol / Fasting requirements]
- [Specify any cross-contamination concerns if applicable]

Please let me know if the catering team can accommodate this request or if I should make alternative arrangements for my meals during the event. I would appreciate confirmation of whether a specific meal will be labeled or set aside for me.

Thank you for your time and for ensuring that this event is inclusive for all participants.

Sincerely,

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