

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

[Recipient Name]
[Title]
[Organization/Institution Name]

Subject: Request for Extension of Religious Observance Accommodation

Dear [Recipient Name],

I am writing to formally request an extension of my current religious accommodation, which was previously approved on [Original Approval Date].

Due to [Name of Religious Holiday/Observance], which takes place from [Start Date] to [End Date], I am requesting to extend my accommodation period until [Requested New End Date]. This extension is necessary to fulfill the requirements of my faith, specifically regarding [briefly mention practice, e.g., fasting, prayer times, or travel for observance].

I am committed to fulfilling my responsibilities and propose the following plan to ensure my duties are covered during this time: [Optional: Insert brief plan for makeup work or coverage].

I would appreciate your review of this request and am happy to discuss any adjustments needed to minimize the impact on operations. Thank you for your continued support of my religious practices.

Sincerely,

[Your Signature]
[Your Printed Name]