

# Workplace religious accommodation

Subject: Request for Religious Accommodation

Dear [Supervisor/HR Representative],

I am writing to request a religious accommodation that would allow me to observe my religious practices while fulfilling my work responsibilities.

As a practicing [Religion], I am required to [specific religious observance - e.g., attend Friday prayers, observe religious holidays, wear religious attire]. This creates a conflict with [current work requirement].

I am respectfully requesting the following accommodation: [specific request - e.g., flexible scheduling, modified dress code exception, time off for religious holidays].

I believe this accommodation can be implemented without creating an undue hardship for our department. I am committed to maintaining my work performance and am willing to discuss alternative arrangements that would meet both my religious needs and our business requirements.

I would appreciate the opportunity to meet with you to discuss this request further and explore possible solutions.

Thank you for your consideration and understanding.

Respectfully,

[Your Name]

[Position]

[Date]

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