

Subject: Religious Accommodation for [Course Number]

Dear Professor [last name],

I am enrolled in your course [course number]. I identify as an observing [religious affiliation], and I am writing to request that you make accommodation for my religious observance this semester in accordance with the university's attendance policy, [Policy 6-100\(III\)\(O\)](#). On [enter date or dates] we will be observing [name of holiday]. This observance coincides with [name of assignment] that is listed on the syllabus.

I would like to work with you to explore how I can meet the requirements of your course while still honoring my religious practice. One option that I would propose is [enter request]. I would also be open to any other suggestions that you might have.

If it would be easier, I would be happy to talk with you about this further in person or by phone.

Should you have any questions about the reasoning or observance of this [name of religious holiday], please feel free to contact Jason Ramirez, Associate Vice President for Student Affairs at [JasonRamirez@sa.utah.edu](mailto:JasonRamirez@sa.utah.edu).

Thank you in advance for accommodating my request.

Sincerely,

[Name, phone number optional]