



Council on American-Islamic Relations
Philadelphia Chapter
1501 Cherry Street
Philadelphia, PA 19102
pa.cair.com | 267-515-6710
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EID ACCOMMODATION LETTER – WORKPLACE TEMPLATE (Eid Al-Fitr 2026)

Dear [Supervisor Name],

My name is [insert full name]. I am [job title] at [employer or department].

As you may be aware, Eid al-Fitr, one of the major religious festivals that Muslims observe, is expected to take place on Friday, March 20, 2026, following the conclusion of the month of Ramadan, which is estimated to begin on Wednesday, February 18, 2026.

Eid al-Fitr (EED-al-FIT-er), commonly referred to as just “Eid,” marks the end of Ramadan, a month during which Muslims fast daily from dawn to sunset, engage in increased prayer, and perform acts of charity. Eid al-Fitr is celebrated with a special congregational prayer, family and community gatherings, charitable giving, and small gifts for children. During this holiday, Muslims exchange the greeting “Eid Mubarak,” meaning “Blessed Eid.”

Eid al-Fitr is commemorated by Muslims worldwide through prayer, spending time with family, and celebration according to their unique cultural traditions. As Eid al-Fitr is expected to occur on a weekday, I am respectfully requesting to be excused from work on Friday, March 20, 2026, as a reasonable religious accommodation.

I appreciate your attention to this matter. Should you have any questions regarding this request, please do not hesitate to contact me at [phone number or email].

Thank you for your time and consideration.

Sincerely,
[Full Name]

CAIR is America’s largest Muslim civil liberties and advocacy organization. Its mission is to enhance the understanding of Islam, encourage dialogue, protect civil liberties, empower American Muslims, and build coalitions that promote justice and mutual understanding.



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EID ACCOMMODATION LETTER – SCHOOL TEMPLATE (Eid Al-Fitr 2026)

Dear [Principal/Superintendent],

My name is [insert full name], and I am the parent/guardian of [student full name], who attends [school name]. My child is Muslim, and I am writing to respectfully request an excused absence for [student name] in observance of Eid al-Fitr.

As you may be aware, Eid al-Fitr, one of the major religious holidays observed by Muslims, is expected to take place on Friday, March 20, 2026, following the conclusion of the holy month of Ramadan, which is estimated to begin on Wednesday, February 18, 2026.

Eid al-Fitr (EED-al-FIT-er), commonly referred to as “Eid,” marks the end of Ramadan, a month of daily fasting, prayer, and reflection. The holiday is celebrated with a special morning prayer, charitable giving, family gatherings, and community celebrations. During this holiday, Muslims greet one another by saying “Eid Mubarak,” meaning “Blessed Eid.”

Eid al-Fitr is commemorated by Muslims worldwide through prayer, spending time with family, and celebration in accordance with their cultural traditions. As Eid al-Fitr is expected to fall on a school day, I am requesting that [student name] be granted an excused absence on Friday, March 20, 2026, to observe this important religious holiday with their family and community. Any missed schoolwork or assessments can be made up.

Many school districts across the country work to ensure that Muslim students receive appropriate religious accommodations, as required by federal and state law, not only during the month of Ramadan but also during Eid al-Fitr and Eid al-Adha.

Please do not hesitate to contact me if you would like to discuss this request further. Thank you for your time, consideration, and continued efforts to promote a safe and supportive school environment for all students.

Sincerely,

[PARENT NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL | PHONE]

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EID ACCOMMODATION LETTER – WORKPLACE TEMPLATE (Eid Al-Adha 2026)

Dear [Supervisor Name],

My name is [insert full name]. I am [job title] at [employer or department].

As you may be aware, Eid al-Adha, one of the major religious festivals that Muslims observe, will take place on Wednesday, May 27, 2026.

Eid al-Adha (EED-al-ODD-ha), comes near the end of the Hajj, or pilgrimage to Mecca. Eid al-Adha, commonly referred to as just “Eid,” commemorates the Prophet Abraham’s willingness to sacrifice his son Ishmael at God’s command. The holiday is celebrated with prayers, small gifts for children, distribution of meat to the needy, and social gatherings. During this holiday, Muslims exchange the greeting “Eid Mubarak” or “blessed Eid.”

Eid al-Adha is commemorated by Muslims worldwide through prayer, spending time with family, and in celebration according to their unique traditions. Eid al-Adha will be observed on Wednesday, May 27, 2026. As the Eid al-Adha holiday is expected to occur on a weekday, please be prepared to excuse my absence on that day.

I appreciate your immediate attention to this matter. Should you have any questions about this reasonable accommodation request, please do not hesitate to contact me at [phone number or email].

Thank you.

Sincerely,

[full name]



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EID ACCOMMODATION LETTER – SCHOOL TEMPLATE (Eid Al-Adha 2026)

Dear [principal/superintendent],

My name is [insert full name] and I am the parent of [student full name] at [school name]. [Student name] is Muslim, and I am requesting you provide [student name] with an excused absence on Eid al-Adha.

As you may be aware, Eid al-Adha, one of the major religious festivals that Muslims observe, will take place on Wednesday, May 27, 2026.

Eid al-Adha (EED-al-ODD-ha), comes near the end of the Hajj, or pilgrimage to Mecca. Eid al-Adha, commonly referred to as just “Eid,” commemorates the Prophet Abraham’s willingness to sacrifice his son Ishmael at God’s command. The holiday is celebrated with prayers, small gifts for children, distribution of meat to the needy, and social gatherings. During this holiday, Muslims exchange the greeting “Eid Mubarak” or “blessed Eid.”

Eid al-Adha is commemorated by Muslims worldwide through prayer, spending time with family, and in celebration according to their unique traditions. Eid al-Adha will be observed on Wednesday, May 27, 2026. As the Eid al-Adha holiday is expected to occur on a school day, please be prepared to excuse my absence on that day.

Many school districts across the country work to ensure that Muslim students have access to religious accommodations, as required by federal and state law, during not only the month of Ramadan, but also during Eid al-Adha, and the following Eid celebration.

I am requesting that [student name] be given an excused absence on [date] to celebrate Eid al-Adha with their family, friends, and community. Any schoolwork missed or tests can be made up.

Please do not hesitate to contact me to further discuss providing these accommodations while continuing to promote a safe and supportive school environment. Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[PARENT NAME]
[ADDRESS CITY, STATE, ZIP CODE]
[EMAIL] [PHONE]

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