



Council on American-Islamic Relations
Philadelphia Chapter
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Philadelphia, PA 19102
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EID ACCOMMODATION LETTER – WORK TEMPLATE

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 Friday, June 6, 2025.

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 Friday, June 6, 2025.

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]

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

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 Friday, June 6, 2025.

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 Friday, June 6, 2025. 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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