

*Eid Template Letter to Request Off Work*

Dear [Supervisor Name],

I hope you're doing well. The Islamic holiday Eid al-Adha is approaching on **June 7<sup>th</sup>**. I am reaching out to request [insert dates] off.

Eid al-Adha is the Muslim festival marking the culmination of the annual pilgrimage to Mecca and commemorating the sacrifice of Prophet Ibrahim (Abraham). It is an important religious observance for Muslims and typical festivities include congregational prayer and gatherings with family and friends. Ahead of celebrating this holiday, I will be sure to work with you and the team on any tasks due that day or week.

Please let me know if you have any questions or concerns in making this reasonable accommodation. I look forward to hearing back.

Sincerely,

[Your Name]

\*CAIR-Ohio recommends downloading and attaching our "[Employer's Guide to Islamic Religious Practices](#)".