*College Student Eid Template Letter*

Dear [Professor Name],

I hope you’re doing well and having a great semester. I am writing this email to inform you about the upcoming Islamic holiday, Eid al-Fitr. This holiday immediately follows the month of Ramadan which will begin in April this year.

Eid al-Fitr is an important religious observance for Muslims and marks the end of the holiest month in the Islamic calendar. This year, many will be celebrating Eid al-Fitr on **Monday,** **May 2 – Wednesday, May 4**. These dates change each year and unfortunately, this year, the final week of Ramadan and Eid al-Fitr fall right around the end of the spring term and finals week.

While I will plan ahead to the best of my ability, I would like to discuss reasonable accommodations that allow me to celebrate Eid and practice my religious beliefs, and at the same time, ensure my academic success. [Include specific academic conflicts - exams or assignments on Eid]

I have attached a toolkit developed specifically for educators with more information about Ramadan and religious accommodations. [Attach toolkit/guide linked below]

I wholeheartedly appreciate your time and consideration and look forward to hearing from you.

Sincerely,

[Your Name]

\_\_\_\_

\*CAIR-Ohio recommends downloading and attaching our “[Educator’s Toolkit for Ramadan](https://www.cair-ohio.com/ramadanresources/educators-toolkit/)” as well as our “[Educator’s Guide to Islamic Religious Practices](https://www.cair-columbus.com/wp-content/uploads/2017/09/Educators-Guide.pdf)” to your email(s).

*College Student Ramadan & Eid Template Letter*

Dear [Professor Name],

I hope this email finds you well. As you might know, the Islamic month of Ramadan is approaching in April. This special month requires Muslims to maintain fast and worship throughout the day. I wanted to highlight the timing of Ramadan as it falls within the spring term this year. Ramadan starts on **Saturday, April 2,** and ends on **Monday, May 2**.

During Ramadan, Muslims observe a fast during the day, abstaining from food and drink from dawn to sunset. Moreover, the nighttime is usually reserved for prayer in congregation. This is a holy month for us with resounding importance. While I will plan ahead to the best of my ability, I would like to discuss reasonable accommodations that allow me to practice my religious beliefs, and at the same time, ensure my academic success.

In addition, immediately following Ramadan is our religious holiday Eid al-Fitr. Many will be celebrating Eid al-Fitr on **Monday,** **May 2 – Wednesday, May 4**. These dates fall right around the end of the spring term and finals week. [Include specific academic conflicts - exams or assignments on Eid].

In reaching out early on, I hope this provides us both with enough time to sort through any conflicts regarding assignments and tests during Ramadan and Eid al-Fitr.

I have attached a toolkit developed specifically for educators with more information about Ramadan and religious accommodations. [Attach toolkit/guide linked below]

I would love to discuss this further. I appreciate your time and understanding and look forward to hearing from you.

Sincerely,

[Your Name]

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