

Dear Muslim Students, Assalam o Alaikum,

Alhamdulillah, we are going to celebrate **Eid ul Fitr on Tuesday, April 09, 2024** (subjected to the appearance of the new moon)! You can use the following template to communicate with your professors to negotiate with them Eid-related accommodations. I have left **some blue highlights** in places where you can customize the template according to your own circumstances. Below the larger template are two scenarios. Please pick the scenarios that best fit your situation, you can insert that paragraph into the larger template. If you have a more specific situation that does not fit the options given below, you are welcome to contact with me and we can work together on one that fits your needs.

I trust your abilities to respectfully communicate with your faculty. In case there is a need for an intermediary, please do not hesitate to reach out to me. **Please submit your accommodation requests to your professors as early in the semester as possible.**

Ramadan Kareem!

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Subject: Request to accommodate my celebration of Eid

Dear **[ PROFESSOR/INSTRUCTOR NAME ]**

My name is **[YOUR NAME]**, and I am a student enrolled in **[COURSE NUMBER AND NAME]** this semester. I am reaching out to you because there is a conflict between my religious observance (Eid) and our **[scheduled class, exam, paper, or project/assignment; PLEASE SPECIFY its scheduled date and time]**

This year, Eid ul Fitr, the End of the Ramadan celebration, begins on Tuesday, April 09 (depending upon moon sighting), which is a weekday. Eid is a three-day long celebration. The first day is the most important. The Eid celebration starts as soon as Muslims observe the new moon at the sunset of their last eve of Ramadan. Eid is a communal and family celebration. Eid day starts with congregational prayers, which are mandatory for Muslim men and highly recommended for Muslim women. Families get together, cook, eat, and give gifts to each other. Subject to the appearance of new moon, Muslim members of our community may not know until the eve of April 08 whether Eid is on April 09 or 10.

**[Here Students can plug in scenario 1 or scenario 2 based on their situation. You can also ADD ANY SPECIFIC REQUEST you may HAVE including the ones given below].**

Please let me know at your earliest convenience if there is a need for a meeting to discuss this matter. Thank you in advance for your time and consideration

Sincerely,

**[YOUR NAME]**

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**Scenario 1: If you have a class on the Day of Eid**

I am worried that by missing [class, Lab, group work, or activity PLEASE SPECIFY] on the day of Eid, I may miss some important class content. Is there a possibility for me to connect with you about content I may have missed during Eid holiday?

**Scenario 2: If the day of Eid conflicts with an assignment/paper/project/ presentation submission date.**

The [exam time, paper submission time, or presentation time DATE/TIME] falls on Eid day. I would like to discuss requesting reasonable arrangements to reschedule [please specify for example exam, final paper, final project, assignment] to an alternate time/date than the one scheduled.