

Sample template:  
Religiously Observing Students wishing to request consideration

Dear Prof. [enter instructor's last name],

I am currently enrolled in your course, [enter course number]. I am writing to you to request flexibility for religious observance; I am an observing [enter religious affiliation] and [enter religious observance] is held in 2020 on [enter dates]. I noticed that my religious observance is in conflict with [enter specific classes/sections/hours/assignments/exam dates]. I would like to discuss an alternative plan with you, so that I can participate fully in my religious observance and complete all of the course requirements. Specifically, I would like to request [enter specific request].

I would be happy to discuss this in person, if you prefer.

Sincerely,

[Student Name]