

Dear [Insert Professor Name].

My name is [Insert name], and I am a student in your [Insert course name] class. I am writing to request a religious accommodation for [Final Exam, other exam, lab or assignment] on [Insert date]. Due to my religious beliefs as a [Insert belief system], I will be unable to [take the exam, submit the assignment, attend lab] on [Insert date] as this conflicts with my religious holy day, [Insert holy day]. Please let me know when I can reschedule this [exam, assignment, lab, etc.]

If you need to verify this holy day, please contact the Chaplain's Office at officeofthechaplain@wfu.edu. A list of religious holy days and their information can be found here: <https://prod.wp.cdn.aws.wfu.edu/sites/221/2020/01/Religious-Holidays-2020-2021-5.pdf>
I appreciate your understanding and consideration.

Thank You,

[Insert your name]