



**TCU Policy for Religious Observations and Holidays
Template Email for Students**

Subject: Religious Holiday Policy Request for [Course Number]

Dear Professor [last name],

I am enrolled in your course [course number]. I identify as an observing [religious affiliation], and I am writing to request an accommodation for my religious observance(s) this semester in accordance with the religious holiday observances academic policy. On [enter date or dates] we will be observing [name of holiday(s)]. This/These observance(s) coincides with [name of assignments/date of tests/class meetings] listed on the syllabus.

I would like to work with you to explore how I can meet the requirements of your course while still honoring my religious practice. One option that I would propose is [enter request]. I would also be open to any other suggestions that you might have. If it would be easier, I would be happy to talk with you about this further by phone/zoom.

For more information about TCU's Religious Holiday Policy, you can visit <https://faith.tcu.edu/rhp/>. You can also contact the Office of Religious and Spiritual Life at faith@tcu.edu or 817-257-7830.

Thank you for working with me.

Sincerely,
[Name]