

Date:

Name of Organization
Fax number

To Whom it May Concern:

Re: Sabbath Accommodation for Religious Beliefs

Persons Name, who lives at address, City, ST Zip, is a member of the Church.

In harmony with the doctrines of the church, it would be in violation of his/her deeply-held sincere religious convictions to take any classes or school examinations, or perform any secular work during the Sabbath day (Saturday), beginning sunset on Friday to sunset on Saturday.

We, therefore, respectfully request that you make an accommodation for his/her religious beliefs, observances, and practice, in harmony with Title VII of the Civil Rights Act, and give him/her the opportunity to take any test on another day rather than on Saturday.

We are very appreciative of the privilege of exercising our religious freedom in this great country of ours and its respect for individual's right of worship.

Thanks for your attention to this request.

Sincerely,

Pastors Name
Pastor