



To Whom It May Concern:

This letter is meant to inform you of certain religious holidays that are observed by students at The University of Tampa. During some of these holidays individuals attend religious services, spend time with family or community, and refrain from work, electronic communication and other commercial activities.

This letter serves as a notice that:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ is respectfully requesting to be excused from attendance/participation in class and all class-related activities on (Date:) \_\_\_\_\_, in order to observe the religious holiday of \_\_\_\_\_.

For reference, please refer to the [Religious Holy Day Calendar](#) located on the [Spiritual Wellness webpage](#).

Many students who observe non-working holidays will be out of school on these days for religious observance. We believe that professors and adjunct faculty can build an atmosphere of mutual respect by accommodating students for their religious practices. Please keep in mind that students are responsible for making up any missed work and that faculty should refer to the [university attendance policy](#) for guidance.

If you have any questions, need more information or would like to learn more about your student’s religious identity please reach out to Addie Carothers, Director of Wellness.

Thank you,

The Resource Team for Faith Values and Spirituality  
The University of Tampa

\*This letter should be provided to a professor at the beginning of the academic term.

