Logo, company name

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DATE

NAME OF INSTRUCTOR

COURSE NAME & SECTION NUMBER

Dear Professor NAME,

As you may already know, the Jewish High Holidays coincide with the start of this school year.

Rosh Hashanah is the celebration of the Jewish New Year, and many Jews celebrate by attending synagogue and refraining from their daily work activities. This year, Rosh Hashanah occurs from sunset on September 25 through sunset on September 27. The following week is Yom Kippur, the holiest day of the Jewish year. This year, Yom Kippur begins at sunset on October 4 and ends at sunset on October 5th. Many Jews observe Yom Kippur, the Day of Atonement, by attending synagogue, refraining from daily work activities, and fasting.

Should you have any further questions about the observance of these holidays or my participation in them, please do not hesitate to contact Dalilah Bernier, Director of Jewish Education at Hillel Milwaukee. Her email address is dalilah@hillelmke.org.

In the spirit of inclusion, I ask you to remember that in addition to my being absent on these days, I am not able to complete work on these days and will need additional time to complete assignments. I will be in touch with you to discuss completing any assignments and/or make-up work and arrange with you a mutually convenient time to reschedule any exams or quizzes.

Thank you,

Printed Name

Signed Name