

ALLIANCE DEFENDING FREEDOM  
is pleased to provide this  
**RELIGIOUS ACCOMMODATION REQUEST**  
memo template for all service members.

MEMORANDUM FOR [COMMANDER]

FROM: [RANK FIRST LAST]

SUBJECT: Religious Accommodation Request

1. I am submitting this memorandum to formalize my request for a religious accommodation. I believe my religious exercise to [INSERT RELIGIOUS EXERCISE HERE] is a part of my sincerely held religious belief and is protected by the First Amendment to the United States Constitution, the Religious Freedom Restoration Act (RFRA), and Department of Defense Instruction 1300.17.
2. On or about [DATE], [RANK FIRST LAST, UNIT] told me to [THE ORDER YOU ARE CHALLENGING]. I respectfully requested time and an opportunity to consult a lawyer. [IMMEDIATELY] [THAT SAME DAY] [ON OR ABOUT [DATE]], [RANK LAST] granted/denied my requests for time and legal counsel. I requested clarification that I was being directly ordered to not [INSERT RELIGIOUS EXERCISE HERE]. [RANK LAST] then gave me a direct order at that time.
3. I obeyed the order and respectfully made it known to [RANK LAST] that I would request a religious accommodation. Please consider this memorandum as my formal request. I have retained [NAME OF LEGAL COUNSEL] as my legal counsel throughout this process.

Respectfully submitted,

[FIRST LAST, RANK, BRANCH]

## WHY IT MATTERS

The religious accommodation process in the military can be very confusing. We created this template to help guide service members through the process. This template will illustrate how and when to request time and opportunity for counsel, request orders in writing, etc.

No template can possibly capture every situation or circumstance. Please contact Alliance Defending Freedom right away for assistance!



1-800-835-5233  
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