FORM F-7 **Template 7** · How to use

Template 7: Religious Accommodation Request (Employer or College)

For requesting a religious accommodation from a vaccine requirement at an employer or a college. This is not a school-entry exemption. See Chapter 17 for the law that applies.

Notes

- Describe your own belief. The employer may ask about its sincerity, and a statement that you copied from someone else is easy to challenge.
- Respond to follow-up questions promptly and consistently.
- Keep copies of the request, the employer's response and any alternatives offered.

Next: the fill-in sheet (Form F-7) and then the letter follow on the next pages.

BEFORE YOU FILE

Check your state first. Confirm the current form, deadline and filing office with your state or county health department before filing.

In most states this template accompanies an official form and does not replace it. Use your state's current official form wherever one exists, and do not alter it.

Fill in the sheet, print the letter, sign it in ink, keep a copy, and ask for written confirmation that it was received.

FORM F-7 Template 7 · Fill-in sheet

Your answers appear in the letter on the next page automatically.

Complete the fields, then print, sign and file the letter with the documents your state requires.

Fields

Your Name	
Address	
City, State, ZIP Code	
Email Address	
Phone Number	
Date	
Employer or college office	
Vaccine	
Name or Title	
My employment as ____ / my enrollment as ____	
Legal basis (for example, Title VII, state law or institution policy)	
Your belief, and how it conflicts with the requirement	
Faith or denomination, if applicable	
Alternative measures you propose	

Signature: Date:

FORM F-7 **Template 7 · Letter**

To:

Subject: Request for Religious Accommodation from Requirement

Dear ,

I am writing to request a religious accommodation from the requirement that applies to . I make this request under .

I hold a sincere religious belief that

. This belief is ; it is mine, whether or not others of my faith share it.

I request an exemption from the requirement. I am willing to discuss reasonable alternative measures, such as , and to answer any questions about my request.

Please confirm receipt and tell me the next steps and the decision timeline. I can be reached at or .

Sincerely,

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