OFFICE SYMBOL (600-20f)

MEMORANDUM FOR Commander (Your Company)

SUBJECT: Request for Religious Accommodation – Rank (if applicable) Name, Unit (if applicable)

1. I request a religious accommodation to wear a beard with a length of 2 inches or less in accordance with the standards provided in AR 600-20 and AR 670-1.

2. This request is based on [describe the religion *in detail*, how *specifically* the religious practice is burdened without it, and, *with particularity*, the reason for the request].

3. I understand that I must continue to comply with the uniform and grooming standards of AR 670-1 for non-accommodated Soldiers unless I am notified that my request is approved. If my request is disapproved, I understand I may continue to serve without an accommodation or I may request administrative separation. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

4. The point of contact for this request is the undersigned at xxx-xxx-xxxx or

xxx.xx.mil@mail.mil.

 JOHN D. DOE

 RANK, Branch

 DoDID