

[Date]

[Supervisor Name or HR Representative Name]

[Company Name]

[Company Address]

Subject: Request for Reasonable Accommodation - Job Transfer

Dear [Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) or applicable local laws regarding my current position as [Your Current Job Title].

Due to [a medical condition / a disability], I am experiencing challenges in performing the essential functions of my current role, specifically [briefly mention the specific barrier, e.g., physical requirements or environmental factors].

I would like to request a transfer to a vacant position for which I am qualified, such as [mention specific open position if known, or "a role that involves less physical strain / remote work / etc."], as a reasonable accommodation. I believe this change will allow me to continue contributing effectively to the company while managing my health needs.

I have attached medical documentation from my healthcare provider that outlines my functional limitations and supports the necessity of this request.

I am open to discussing this request and exploring available options through the interactive process. Please let me know the next steps or if you require further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Employee ID Number]

[Phone Number]

[Email Address]