

[Your Name]
[Your Job Title]
[Your Employee ID, if applicable]
[Date]

To: [Manager's Name or HR Representative Name]
[Company Name]
[Department]

Subject: Request for Reasonable Accommodation - Medical Leave of Absence

Dear [Name],

Please accept this letter as a formal request for a reasonable accommodation under the Americans with Disabilities Act (ADA) and any applicable local laws.

I am writing to request a leave of absence to manage a health condition related to my mental health. I am requesting this leave to begin on [Start Date] and I anticipate returning to work on or around [Return Date].

This time away from work is necessary to allow me to undergo treatment and recover so that I may return to my position and perform my job duties effectively. I have attached medical documentation from my healthcare provider which confirms my diagnosis and the medical necessity of this leave, while maintaining my privacy regarding specific symptoms.

I am committed to my role at [Company Name] and intend to keep you updated on my status as my return date approaches. Please let me know if there are specific forms or additional procedures I need to follow regarding this request.

Thank you for your time and for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]