

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification Regarding Request for Reasonable Accommodation

Dear [Employee Name],

We are writing to follow up on your request for a reasonable accommodation dated [Date of Request].

To evaluate your request, we requested medical documentation to understand the nature of your functional limitations and how they impact your ability to perform the essential functions of your position. As of today, the information provided is incomplete for the following reasons:

- [Reason 1: e.g., The medical provider did not specify the duration of the restriction.]
- [Reason 2: e.g., The documentation does not explain the connection between the disability and the requested accommodation.]
- [Reason 3: e.g., The forms provided were not signed by a licensed healthcare professional.]

On [Date(s) of Follow-up], we notified you of these deficiencies and requested the necessary information. Because we have not received the required documentation to substantiate the need for an accommodation, we are unable to approve your request at this time.

Please note that this is not a permanent denial. We remain committed to the interactive process. If you can provide the missing medical documentation listed above, we will promptly reopen and re-evaluate your request.

If you have any questions regarding this letter or the documentation required, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]