

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Company Address]

Subject: Request for Flexible Schedule Accommodation - [Your Full Name]

Dear [Recipient Name],

I am writing to formally request a temporary modification to my work schedule as a reasonable accommodation due to my pregnancy and related medical needs. My anticipated due date is [Date].

To ensure I can manage my health while continuing to fulfill my job responsibilities, I am requesting the following flexible schedule: [e.g., adjusted start/end times, remote work on specific days, or a compressed workweek]. This flexibility will allow me to attend prenatal appointments and manage [e.g., morning sickness/fatigue] while maintaining my productivity.

I propose that this schedule begin on [Start Date] and continue until [End Date/Start of Leave]. I am committed to meeting all my deadlines and am happy to discuss how my tasks will be covered during this period.

I have attached a note from my healthcare provider confirming the medical necessity of this request. I am available to meet to discuss how we can make this arrangement work effectively for the team.

Thank you for your support and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]