

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

[Date]

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

Re: Request for Reasonable Accommodation - [Your Name]

Dear [Recipient Name or Human Resources Department],

I am writing to formally request a reasonable accommodation regarding my current pregnancy. Under the Pregnant Workers Fairness Act (PWFA) and/or applicable state laws, I am requesting additional rest breaks during my scheduled work shifts.

Due to my pregnancy, I am experiencing [briefly mention reason if comfortable, e.g., fatigue, nausea, or physical discomfort]. To maintain my health and productivity, I am requesting [number] additional breaks of [duration] each day, in addition to my standard lunch and rest periods.

I anticipate needing this accommodation starting on [Start Date] and continuing through [End Date or "my expected delivery date"].

I have attached a supporting note from my healthcare provider confirming the medical necessity of these breaks. I am happy to discuss how we can implement this schedule to ensure my work responsibilities continue to be met effectively.

Please let me know if you need any further information or if there is a specific form you would like me to complete.

Sincerely,

[Your Signature]

[Your Printed Name]