

To: [Manager Name or HR Department Name]

From: [Employee Name]

Date: [Current Date]

Subject: Request for Maternity Uniform Accommodation

Dear [Recipient Name],

I am writing to formally request a workplace accommodation regarding my required work uniform due to my pregnancy. My estimated due date is [Date].

To ensure my health, safety, and comfort while performing my job duties, I am requesting the following modification(s):

- Permission to wear maternity-style pants/trousers in the same color as the standard uniform.
- An increase in uniform size to accommodate physical changes.
- Permission to wear [Specific Item, e.g., supportive footwear or untucked shirts] as an alternative to the standard requirement.

I am committed to maintaining a professional appearance that aligns with company standards. I have attached a medical note from my healthcare provider confirming the necessity of these adjustments.

I would like to discuss how we can implement these changes as soon as possible. Please let me know the next steps in this process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]