

[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Supervisor's Name or HR Representative Name]
[Company Name]
[Department]

Subject: Request for Reasonable Accommodation - Accessible Parking

Dear [Name],

I am writing to formally request a workplace accommodation regarding my current pregnancy. Due to physical symptoms associated with my pregnancy, I am experiencing [briefly mention symptom, e.g., reduced mobility, shortness of breath, or pelvic pain], which makes walking long distances from my current parking spot to the office difficult.

I am requesting access to a designated accessible parking space or a parking spot located closer to the building entrance to ensure I can continue to perform my job duties safely and effectively.

I have attached a supporting letter from my healthcare provider that outlines my medical necessity for this accommodation. I anticipate needing this accommodation until approximately [Expected End Date/Start of Maternity Leave].

I am happy to discuss this request further and explore any available options that meet this need. Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]