

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

[Date]

[Manager's Name or HR Representative Name]  
[Company Name]  
[Company Address]

**Subject: Request for Nursing and Lactation Accommodations**

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a reasonable accommodation regarding my return to work on [Date]. As a nursing mother, I will require break time and a private space to express breast milk during the workday.

According to federal and state labor laws, I am requesting the following:

- Reasonable break times to express milk as needed throughout my shift.
- Access to a private space, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public.

I am committed to performing my job duties effectively and am happy to discuss a schedule that balances my medical needs with my professional responsibilities. Please let me know the location of the designated lactation space and any procedures I should follow regarding these breaks.

I look forward to your response and appreciate your support in ensuring a smooth transition back to work.

Sincerely,

[Your Signature]

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