

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

[Date]

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

Subject: Request for Modification of Lactation Accommodation

Dear [Name of Manager or HR Representative],

I am writing to formally request a modification to my current nursing and lactation break accommodation, which was originally established on [Date of Original Agreement].

Due to [changes in my child's feeding schedule / changes in my work duties / medical necessity], I would like to request the following adjustments to my current arrangement:

- **Current Schedule:** [List current break times/frequency]
- **Proposed Schedule:** [List requested new break times/frequency]
- **Effective Date:** [Date you wish the change to begin]

I remain committed to completing my work assignments and will continue to coordinate with my team to ensure minimal disruption to our operations. I believe these adjustments will allow me to continue performing my duties effectively while meeting my personal health and caregiving needs.

Please let me know if you need any additional information or if we can meet to discuss this request further. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]