

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

[Date]

[Recipient Name]
[Title]
[Organization Name]
[Organization Address]

Re: Alternative Accommodation Proposal for [Your Name]

Dear [Recipient Name],

I am writing to follow up on our recent discussion regarding my request for a reasonable accommodation. On [Date], we discussed my initial request for [Mention Original Request]. You informed me that this specific request was not feasible because [Mention Reason Provided by Employer].

Because I am committed to performing my job duties effectively while managing my disability, I would like to propose an alternative accommodation. Based on my limitations and the needs of the department, I suggest the following: [Detail the Alternative Proposal, e.g., modified schedule, different equipment, or remote work].

I believe this alternative will address the functional limitations of my disability by [Explain how it helps] while also meeting the operational requirements of the organization. This solution would allow me to perform the essential functions of my position, which include [List 1-2 Key Job Tasks].

I have attached updated documentation from my healthcare provider that supports this specific alternative. I am open to discussing this proposal further and am available to meet at your earliest convenience to finalize an effective solution.

Thank you for your ongoing cooperation and support.

Sincerely,

[Your Signature]

[Your Printed Name]