

Subject: Follow-Up: Disability Accommodation Request - [Your Name]

Dear [Name of Supervisor or HR Representative],

I am writing to follow up on the formal request for reasonable accommodation that I submitted on [Date of Original Request].

As of today, I have not received an update regarding the status of my request or the proposed timeline for implementation. As we discussed, these accommodations are necessary to ensure I can perform the essential functions of my role effectively.

Could you please provide an update on the current status of the review process? I am also available to meet if further clarification or additional documentation is required to move forward with the interactive process.

Thank you for your time and for your commitment to fostering an inclusive workplace. I look forward to hearing from you by [Date].

Sincerely,

[Your Name]

[Your Employee ID/Job Title]

[Your Phone Number]