

[Your Name]
[Your Job Title]
[Date]

[Recipient Name]
[Department/Procurement Office]
[Company Name]

Subject: Request for Specialized Equipment Procurement Accommodation

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding the procurement of specialized equipment necessary for the performance of my essential job functions. This request is made in accordance with the Americans with Disabilities Act (ADA) and company policy.

Due to [mention "a medical condition" or specific limitation if comfortable], I require the following specialized equipment to perform my duties effectively and safely:

- **Equipment Description:** [e.g., Ergonomic vertical mouse, screen reader software, height-adjustable workstation]
- **Functional Purpose:** [Briefly explain how the equipment assists with specific tasks]

I have researched potential options and recommend the following product(s) which meet these specifications: [Link to product or Model Number].

Please let me know what documentation or additional steps are required from my healthcare provider to process this procurement request. I am available to discuss how this equipment will support my productivity and integration within the workspace.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]
[Your Employee ID/Contact Information]