

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

[Date]

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

Re: Request for Reasonable Accommodation - [Your Name]

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a reasonable accommodation regarding my work schedule due to a medical condition. I would like to request flexible working hours to help me manage my health while continuing to perform my job duties effectively.

Because of my medical needs, I am requesting the following adjustment to my schedule:  
[Describe specific request, e.g., starting later in the morning, working a split shift, or adjusting hours on specific treatment days].

This flexibility will allow me to [briefly explain benefit, e.g., attend necessary medical appointments or manage symptoms that occur at specific times] so that I can maintain my productivity and fulfill the essential functions of my role.

I have attached a supporting note from my healthcare provider that confirms my medical need for this accommodation. I am open to discussing how we can implement this schedule in a way that minimizes impact on the team and operations.

Please let me know when we can meet to discuss this request further. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]