

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Request for Reasonable Accommodation - Flexible Working Hours

Dear [Recipient Name],

I am writing this letter to formally request a reasonable accommodation regarding my work schedule due to a medical condition. I am confident that with a flexible working arrangement, I can continue to perform the essential functions of my role as a [Your Job Title] effectively.

Due to my disability, [Optional: Mention specific condition if comfortable], I am requesting the following adjustment to my current working hours: [State your specific request, e.g., starting earlier/later, working a compressed workweek, or taking specific breaks for treatment].

This modification is necessary because [State reason, e.g., it allows for medical appointments, helps manage symptoms that fluctuate at certain times of day, or accommodates a medication schedule]. This adjustment will enable me to maintain my productivity and meet the requirements of my position while managing my health.

I have attached a letter from my healthcare provider that confirms my functional limitations and supports this request for a flexible schedule.

I am open to discussing this request further and exploring how we can implement this change with minimal disruption to the team. I would appreciate the opportunity to meet with you to discuss this accommodation by [Date].

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]