

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

[Date]

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

Subject: Request for Flexible Working Hours Accommodation

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my work schedule due to a mental health condition. This request is being made in accordance with the Americans with Disabilities Act (ADA) [or applicable local employment laws].

To manage my symptoms effectively and maintain my productivity, I am requesting the following adjustment to my working hours:

- [Proposed Change, e.g., Starting work at 10:00 AM instead of 8:00 AM]
- [Proposed Change, e.g., Working a compressed work week]
- [Proposed Change, e.g., Flexibility to attend weekly therapy appointments on Tuesday afternoons]

This adjustment will allow me to [explain briefly how it helps, e.g., attend necessary medical appointments / manage peak periods of anxiety / adhere to a medication schedule]. I remain fully committed to my role and believe this flexibility will enable me to continue performing the essential functions of my position at a high level.

I have attached a supporting letter from my healthcare provider that confirms my diagnosis and the medical necessity for this schedule adjustment.

I would like to discuss this request with you at your earliest convenience to find a solution that meets both my medical needs and the operational requirements of the team. Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]