

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

To: [Supervisor Name or HR Department]  
[Company Name]

**Subject: Request for Reasonable Accommodation - Flexible Working Hours**

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a reasonable accommodation regarding my current work schedule. I am making this request because of a [medical condition / disability] that interferes with my ability to perform my job duties under the standard working hours.

Specifically, I am requesting to adjust my schedule to [describe requested hours, e.g., 10:00 AM to 6:00 PM instead of 8:00 AM to 4:00 PM, or a split shift]. This change will allow me to [briefly explain benefit, e.g., manage medication side effects / attend necessary medical treatments] while ensuring I continue to meet my performance goals and job responsibilities.

I believe this accommodation will not cause an undue hardship on the department or my team's operations. I am committed to maintaining the same level of productivity and am open to discussing how we can make this schedule work effectively.

I have attached medical documentation from my healthcare provider that confirms my need for this accommodation. Please let me know what the next steps are in this process or if you need any additional information.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]  
[Your Printed Name]