

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

To: [Manager Name or HR Representative Name]
[Company Name]

Subject: Request for Reasonable Accommodation - Visual Impairment Software

Dear [Name],

I am writing to formally request a reasonable accommodation to assist me in performing my job duties more effectively. Due to a visual impairment, I am experiencing challenges with [mention specific tasks, e.g., reading on-screen text, navigating internal databases, or reviewing documents].

To perform my essential job functions, I am requesting the installation and use of the following assistive software: [Name of software, e.g., JAWS screen reader, ZoomText, or NVDA].

This software will allow me to [briefly explain benefit, e.g., access digital content independently and maintain productivity]. I have researched the technical requirements, and this software is compatible with our current operating systems.

I am available to discuss this request further and can provide documentation from my healthcare provider if necessary to support this accommodation. I look forward to your response and to working together to implement this solution.

Sincerely,

[Your Signature]
[Your Printed Name]