

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

To: [Manager's Name or HR Department Name]  
[Company Name]

**Subject: Request for Workplace Accommodation - Severe Peanut Allergy**

Dear [Name],

I am writing to formally request a reasonable workplace accommodation regarding a medical condition. I have a life-threatening (anaphylactic) allergy to peanuts. Exposure to peanut proteins, even in small amounts or through cross-contamination, can result in a severe medical emergency.

To ensure my safety and continued productivity, I am requesting the following accommodations:

- Designating my immediate workspace as a peanut-free zone.
- Implementation of a policy requesting that colleagues refrain from consuming peanut products in shared meeting rooms while I am present.
- Notification to team members regarding the severity of this allergy to prevent accidental exposure.
- Access to a clean, designated area for food storage and preparation.

I have attached medical documentation from my healthcare provider confirming this diagnosis and the necessity of these measures. I am happy to discuss these requests further to find a solution that works for the team while ensuring a safe environment.

Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]