

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

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

**Subject: Request for Reasonable Accommodation - Dust Allergy**

Dear [Name],

I am writing to formally request a reasonable accommodation regarding my workspace environment due to a documented dust allergy. This condition impacts my ability to perform my job duties comfortably and safely without specific environmental controls.

To help me perform the essential functions of my role, I am requesting the following accommodations:

- [Example: High-efficiency particulate air (HEPA) filter for my immediate workspace]
- [Example: Frequent deep cleaning or vacuuming of my work area with a HEPA vacuum]
- [Example: Relocation of my desk away from high-traffic areas, vents, or storage rooms]
- [Example: Permission to work from home on days when the office undergoes maintenance or heavy cleaning]

I have attached medical documentation from my healthcare provider that confirms my allergy and supports the need for these environmental adjustments.

I am open to discussing these options or any alternative suggestions you may have that would effectively reduce dust exposure in my work area. I would like to meet with you to discuss this request further by [Date].

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]