

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

[Recipient Name]
[Recipient Job Title/HR Manager]
[Company Name]

Subject: Formal Request for Reasonable Accommodation - Pet-Free Work Environment

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my work environment due to a medical condition. Specifically, I am requesting to work in a pet-free area of the office.

I have [an allergy / a medical sensitivity] that is triggered by the presence of animals, specifically [dogs/cats/other]. Exposure to animal dander in the workspace causes me to experience [list symptoms, e.g., respiratory issues, skin irritation, or other symptoms], which significantly impacts my ability to perform my duties effectively and safely.

To ensure I can continue to fulfill my job responsibilities, I am proposing the following accommodation(s):

- Designating my immediate work zone as a pet-free area.
- Implementing a policy where animals are not permitted in shared spaces I must frequent, such as [specific meeting rooms or breakrooms].
- [Optional: Improving air filtration or seating me away from high-traffic pet areas].

I am happy to provide medical documentation from my healthcare provider to support this request and further explain the necessity of this environment. I am also open to discussing other alternative arrangements that would allow me to work in a safe, allergen-free space.

Thank you for your time and for considering this request. I look forward to discussing how we can implement these changes.

Sincerely,

[Your Signature]
[Your Printed Name]