

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Name of Supervisor or HR Representative]  
[Title]  
[Company Name]  
[Company Address]

Re: Request for Reasonable Accommodation - [Your Name]

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) regarding my employment at [Company Name]. I have a medical condition characterized by severe chemical sensitivity (Multiple Chemical Sensitivity).

Exposure to common workplace chemicals, such as synthetic fragrances, industrial cleaning agents, and pesticides, triggers severe symptoms that interfere with my ability to perform my job duties. To enable me to perform the essential functions of my position, I am requesting the following accommodations:

- Implementation of a fragrance-free workplace policy or a designated fragrance-free work zone.
- Advanced notice of any building maintenance involving chemicals, such as painting, floor waxing, or pesticide application.
- The use of non-toxic or green cleaning products in my immediate work area.
- Relocation of my workstation away from high-traffic areas, restrooms, or printers.
- [Optional: Permission to use a high-quality air purifier at my desk.]
- [Optional: The ability to work from home on days when air quality in the office is compromised.]

I am confident that these adjustments will allow me to remain a productive member of the team. I have attached medical documentation from my healthcare provider that outlines my functional limitations.

I would like to meet with you to discuss these requests and explore effective solutions. Thank you for your time and for supporting my health and productivity.

Sincerely,

[Your Signature]

[Your Printed Name]