

[Your Name]
[Your Job Title/Employee ID]
[Your Department]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title, e.g., HR Manager or ADA Coordinator]
[Company/Organization Name]
[Address]

Subject: Request for Reasonable Accommodation - Accessible Parking Space

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my parking arrangements at [Company Name] due to a medical condition. This request is being made in accordance with the Americans with Disabilities Act (ADA) and applicable state laws.

Due to my current health condition, I experience limitations regarding [briefly mention limitation, e.g., mobility or walking long distances]. As a result, I require a designated parking space that is located [specify preference, e.g., closer to the building entrance or in a specific garage] to ensure I can safely and effectively access my workplace.

I have attached a letter from my healthcare provider that confirms my medical condition and supports the necessity of this parking accommodation. This documentation outlines the functional limitations that make a reserved or closer parking space necessary for my employment.

I am happy to discuss this request with you further and explore any options that would provide a suitable solution. I look forward to your response regarding the next steps in this process.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]