

[Your Name]
[Your Employee ID Number]
[Your Job Title]
[Date]

To: Human Resources Department
[Company Name]
[Company Address]

Subject: Request for Reasonable Accommodation - Disability Parking

Dear [HR Contact Name or HR Department],

I am writing to formally request a reasonable workplace accommodation regarding my parking assignment due to a medical condition. This request is being made in accordance with the Americans with Disabilities Act (ADA) and applicable local laws.

Due to my current health condition, I experience limitations regarding [briefly mention limitation, e.g., walking long distances or mobility]. Because of these limitations, I am requesting that the company provide me with a designated parking space located [e.g., as close to the building entrance as possible / in the underground garage].

This accommodation will allow me to perform my essential job functions and access the workplace safely and efficiently. I have attached medical documentation from my healthcare provider which confirms my condition and the necessity of this specific parking arrangement.

I am available to discuss this request further and explore any options that would effectively meet my needs. Please let me know what the next steps are in this process or if you require additional information.

Thank you for your time and assistance in this matter.

Sincerely,

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