

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

To: [Human Resources Department / Facilities Manager]  
[Company Name]  
[Company Address]

Subject: Request for Accessible Parking Accommodation

Dear [Name of Contact Person or Department],

I am writing to formally request a reserved accessible parking space as a reasonable workplace accommodation. Due to a mobility impairment, I experience significant difficulty walking long distances from the standard parking area to the building entrance.

To assist with my daily work functions and ensure safe access to the office, I am requesting access to [a designated disabled parking bay / a parking space closest to the main entrance].

I have attached [mention documentation, e.g., a copy of my state-issued disability placard or a medical note] to support this request. This accommodation will allow me to perform my professional duties effectively and navigate the workplace safely.

I am available to discuss this request or provide further information as needed. Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]