

To: [Name of Trainer/Training Coordinator/Department Head]

From: [Your Name or HR Representative Name]

Date: [Insert Date]

Subject: Reasonable Accommodation for Training: [Name of Training Session]

Dear [Name of Recipient],

I am writing to formally request a reasonable accommodation regarding the upcoming training session, "[Title of Training]," scheduled for [Date] at [Time].

Due to [choose one: a medical condition / a disability / specific personal circumstances], I am requesting to participate in this training via remote access rather than attending in person. This accommodation will allow me to fully engage with the material and meet the learning objectives while managing my specific needs.

To facilitate this remote participation, I suggest the following arrangements:

- Access to a video conferencing link (e.g., Zoom, Microsoft Teams, or Webex).
- Digital copies of any handouts, slides, or training materials.
- A method to ask questions and participate in group discussions virtually.

I am committed to ensuring that my remote attendance does not disrupt the session and will ensure I have a stable internet connection and a quiet environment for the duration of the training.

Please let me know if there are any specific procedures I need to follow or if you require any further documentation to process this request. I would appreciate a confirmation of this arrangement by [Date].

Thank you for your assistance and for supporting an inclusive learning environment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title/Employee ID]