

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

[Date]

[Hiring Manager Name or HR Representative]
[Company Name]
[Company Address]

Subject: Reasonable Accommodation Request for [Name of Test/Assessment]

Dear [Name of Contact Person],

I am writing to formally request a reasonable accommodation for the upcoming pre-employment assessment scheduled for [Date] for the [Job Title] position.

Due to a [disability/medical condition], I require specific adjustments to ensure the testing process accurately reflects my skills and abilities. Specifically, I am requesting the following accommodation(s):

- [Insert specific request, e.g., Extra time (50%), a quiet testing room, screen reading software, etc.]

These accommodations will allow me to complete the assessment on an equal basis with other applicants. I have attached medical documentation from my healthcare provider that supports this request and outlines my functional limitations as they relate to testing.

Please let me know if you need any further information or if there is a specific form I need to complete to finalize this request. I look forward to participating in the recruitment process.

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]