Subject: Follow-Up: Request for Medical Documentation Regarding Accommodation Request

Dear [Employee Name],

We are writing to follow up on your request for a workplace accommodation, which was initiated on [Date].

On [Date of First Request], we sent you a Medical Certification Form to be completed by your healthcare provider. As of today, we have not yet received the completed documentation. To move forward with the interactive process and determine appropriate accommodations, we require the following information:

- Verification that a physical or mental impairment exists.
- A description of how this impairment limits your ability to perform essential job functions.
- Recommendations for specific accommodations that would assist you in performing your duties.

Please provide the requested documentation by [Deadline Date]. If you are experiencing delays in scheduling an appointment with your provider, please let us know as soon as possible.

The information provided will be kept confidential and used only to evaluate your request. If we do not receive the documentation by the date mentioned above, we may be unable to process your request for accommodation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/HR Department]
[Company Name]