

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

[Date]

[Supervisor's Name or HR Representative Name]  
[Company Name]  
[Company Address]

**Subject: Request for Reasonable Accommodation - Return to Work**

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a reasonable accommodation as I prepare to return to my position as [Your Job Title] on [Date].

Due to [optional: brief mention of medical condition/injury], I am now using a mobility aid ([specify aid, e.g., wheelchair, walker, crutches, or cane]). To perform my job duties effectively and safely, I am requesting the following accommodations:

- [Example: A workspace or desk height that is accessible for my wheelchair.]
- [Example: Placement in a workspace near accessible entrances and elevators.]
- [Example: A designated parking space close to the building entrance.]
- [Example: Modification of my path of travel to ensure it is clear of obstructions.]
- [Example: Permission to use an alternative route or elevator if stairs are part of the standard path.]

I have attached documentation from my healthcare provider that outlines my functional limitations and confirms the necessity of these accommodations.

I am committed to performing my job successfully and would like to discuss how we can implement these adjustments. I am available to meet and discuss this request at your earliest convenience.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]