

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

[Date]

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

Re: Reasonable Accommodation Request - [Your Name]

Dear [Name],

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

Due to [mention medical condition or "limitations regarding typing/manual dexterity"], I am currently restricted in my ability to use a standard keyboard and mouse for extended periods. To perform my essential job functions effectively, I am requesting the provision and use of voice recognition software (such as Dragon Professional or similar tools) as an assistive technology.

This software will allow me to dictate documents, manage emails, and navigate my workstation hands-free, ensuring I can meet productivity standards while adhering to my medical restrictions.

I have attached documentation from my healthcare provider that outlines my functional limitations and supports the need for this specific accommodation.

I am eager to return to work and am available to discuss the technical requirements of this software with the IT department or HR to ensure a smooth transition. Thank you for your support and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]