

To: [Manager Name or HR Department]

From: [Employee Name]

Date: [Date]

Subject: Request for Medical Dietary Break Accommodation

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my work schedule due to a medical condition. Specifically, I require designated dietary break intervals to manage my health effectively during work hours.

According to my medical provider's recommendations, I need to [eat/snack/monitor glucose] at specific times or intervals. To accommodate this, I am requesting the following:

- [Number] additional breaks of [Duration] minutes each.
- A consistent schedule for these breaks at [Specific Times].
- [Optional: Access to a refrigerator or private area].

I have attached a supporting letter from my healthcare provider that confirms the medical necessity of these intervals. This accommodation will allow me to maintain my health and perform my job duties safely and effectively.

I am available to discuss how we can integrate these intervals into my current workflow with minimal disruption. Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]