

[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

To: [Manager Name or Human Resources Department]
[Company Name]

Subject: Request for Reasonable Accommodation - Accessible Desk

Dear [Name of Contact Person],

I am writing to formally request a reasonable accommodation regarding my workstation due to a physical mobility impairment.

Because of my medical condition, my current desk setup does not provide the necessary accessibility for me to perform my job duties effectively and comfortably. Specifically, I require an accessible desk that meets the following requirements:

- [Example: Height-adjustable/sit-stand functionality]
- [Example: Sufficient clearance for a wheelchair or mobility aid]
- [Example: Modified layout to reach equipment without excessive stretching]

This accommodation will allow me to perform the essential functions of my position and remain productive. I have attached medical documentation from my healthcare provider which outlines my functional limitations and supports the need for this specific workplace adjustment.

I am open to discussing this request and exploring available options that would be effective. Please let me know what the next steps are in the interactive process.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]