

[Date]

[Name of Recipient/Supervisor/HR Department]

[Company or School Name]

[Address]

Subject: Request for Reasonable Accommodation - [Your Name]

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my work/educational environment. I have been diagnosed with Autism Spectrum Disorder (ASD). This condition results in sensory processing sensitivities, specifically regarding auditory stimuli.

Due to my diagnosis, ambient noise, sudden sounds, and background conversations in the environment can cause significant sensory overload, increased anxiety, and a decrease in my ability to focus on tasks. To mitigate these challenges and perform my duties effectively, I am requesting permission to wear noise-canceling headphones while working/studying at my station.

This accommodation will allow me to manage my sensory input, maintain productivity, and ensure that I can complete my responsibilities to the best of my ability. I am happy to discuss protocols to ensure I remain reachable for necessary communication, such as using visual alerts or specific messaging platforms.

I have attached a supporting letter from my healthcare provider confirming my diagnosis and the medical necessity of this accommodation.

Thank you for your time and for considering this request. I look forward to discussing how we can implement this support.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]