

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

[Date]

[Recipient Name/HR Department/Disability Services]  
[Organization Name]  
[Organization Address]

**Subject: Request for Reasonable Accommodation - Scribe Assistance**

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) regarding my [employment/academic] duties. I have a diagnosed neurological condition that results in motor tremors. This condition significantly impairs my manual dexterity and my ability to perform handwritten tasks or extended typing.

To ensure I can perform the essential functions of my position and accurately document my work, I am requesting the following accommodation: access to a scribe or a designated assistant to record written information on my behalf, or the use of advanced voice-to-text dictation software.

The provision of a scribe will allow me to overcome the physical limitations caused by the tremors and ensure that my output is professional, legible, and completed in a timely manner. I am available to discuss how this accommodation can be integrated into my current workflow.

Attached, please find medical documentation from my healthcare provider confirming the necessity of this accommodation due to my neurological motor symptoms.

I look forward to discussing this request with you and finding an effective solution. Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]