

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Title]
[Company/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Request for Medical Accommodation - [Your Name]

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my work environment due to a chronic medical condition. I have been diagnosed with Inflammatory Bowel Disease (IBD), which includes Crohn's disease or Ulcerative Colitis.

Due to the nature of this condition, I experience periods of urgency that require immediate and frequent access to a restroom. To perform my job duties effectively and maintain my health, I am requesting the following accommodations:

- Frequent and unscheduled restroom breaks as needed.
- Workstation placement in close proximity to a restroom facility.

These accommodations will allow me to manage my symptoms without significantly disrupting my workflow or productivity. I am committed to fulfilling all my job responsibilities and will ensure that my tasks are completed efficiently.

I have attached a supporting letter from my healthcare provider confirming my diagnosis and the medical necessity of these accommodations. I am happy to discuss this request further to find a solution that works for both myself and the organization.

Thank you for your time and understanding regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]