

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

[Date]

[Name of Recipient/HR Manager/ADA Coordinator]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Reasonable Accommodation - [Your Name]

Dear [Name of Recipient],

I am writing to formally request a reasonable accommodation regarding my work environment due to my environmental allergies and Multiple Chemical Sensitivity (MCS). These conditions limit my ability to perform certain tasks and maintain my health in environments containing specific chemical triggers.

My condition is triggered by [list specific triggers, e.g., synthetic fragrances, cleaning chemicals, pesticides, or fresh paint]. Exposure to these substances causes [briefly list symptoms, e.g., respiratory distress, migraines, or skin reactions], which interferes with my ability to perform my job duties effectively.

I am requesting the following accommodations to enable me to perform my essential job functions:

- [Example: Implementation of a fragrance-free workplace policy.]
- [Example: Advance notice of any cleaning, renovations, or pesticide applications.]
- [Example: Use of HEPA air filtration at my workstation.]
- [Example: Permission to work remotely or in a private office with controlled ventilation.]
- [Example: Use of non-toxic or green cleaning products in my immediate area.]

I have attached medical documentation from my healthcare provider that confirms my diagnosis and supports the need for these specific accommodations.

I am open to discussing these options or other potential solutions that would allow me to continue performing my role safely and productively. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]