

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

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Reasonable Accommodation to Mitigate Lost Earnings

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my current work schedule and duties. As we have previously discussed, my current [medical condition/personal circumstance] has resulted in a reduction of my billable hours and subsequent lost earnings.

To mitigate this financial impact and maintain my productivity levels, I am proposing the following adjustments to my work arrangement:

- [Specific Request 1: e.g., Flexible start/end times to attend medical appointments]
- [Specific Request 2: e.g., Remote work options to eliminate commute time]
- [Specific Request 3: e.g., Reassignment of non-essential administrative tasks]
- [Specific Request 4: e.g., Compressed work week or modified shift patterns]

I believe these accommodations will allow me to perform the essential functions of my role more effectively while minimizing further loss of income. I am committed to meeting the expectations of my position and ensuring that my output remains consistent with company standards.

I have attached [Medical Documentation/Supporting Paperwork] from my healthcare provider outlining the necessity of these adjustments. I would welcome the opportunity to discuss this proposal further to find a solution that works for both myself and the department.

Thank you for your time and for considering this request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]