

[Your Name]  
[Your Job Title]  
[Date]

To: [HR Director Name or Managing Partner Name]  
[Law Firm Name]  
[Office Address]

**Subject: Request for Reasonable Accommodation - Ergonomic Workstation**

Dear [Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or applicable state laws regarding my workspace at [Law Firm Name].

Due to [mention medical condition or "a physical impairment"], I am experiencing significant [pain/discomfort/limitations] that affect my ability to perform my essential job functions, specifically [list tasks, e.g., legal drafting, research, or long periods of computer use].

To perform my duties effectively and safely, I am requesting an ergonomic evaluation and the provision of the following equipment:

- [e.g., An adjustable sit-stand desk]
- [e.g., An ergonomic task chair with lumbar support]
- [e.g., An ergonomic keyboard and mouse]
- [e.g., Dual monitor risers]

I have attached a supporting letter from my healthcare provider, which explains my functional limitations and the necessity of these ergonomic adjustments. I am confident that these accommodations will allow me to maintain my productivity and continue meeting the firm's performance standards.

I would like to schedule a time to discuss this request and explore an effective solution through the interactive process. Thank you for your time and professional consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]