

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

[Date]

[Contact Person Name/Human Resources]  
[Law Firm or Agency Name]  
[Address]

**RE: Formal Request for Reasonable Accommodation - [Your Full Name]**

Dear [Contact Person Name],

I am writing this letter to formally request a reasonable accommodation regarding my current position as a Document Review Attorney. I am making this request pursuant to the Americans with Disabilities Act (ADA) and applicable state and local laws.

Due to a medical condition, I am experiencing functional limitations that impact my ability to work in a traditional office environment at this time. Specifically, these limitations affect my ability to [mention broad limitation, e.g., commute safely / maintain a sterile environment / manage physical pain].

To perform the essential functions of my job, I am requesting to work remotely on a [full-time / temporary / hybrid] basis. As the nature of document review is primarily digital and requires the use of secure legal review platforms (such as Relativity) and communication via encrypted email and messaging, I believe this accommodation will allow me to maintain high productivity and meet all project deadlines without causing an undue hardship to the firm.

I am prepared to ensure that my remote workspace meets all data privacy and confidentiality requirements, including the use of a secure internet connection and a private area to view sensitive documents.

I am interested in engaging in the interactive process with you to discuss this request and explore how we can successfully implement this accommodation. I have attached medical documentation from my healthcare provider that outlines my limitations and the necessity of this request.

Thank you for your time and for considering this request. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]