

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

To: [Supervisor Name or HR Representative]  
[Organization Name]

**Subject: Good Faith Request for Reasonable Accommodation - Trial Preparation Phase**

Dear [Name],

I am writing to formally request reasonable accommodations under the Americans with Disabilities Act (ADA) to assist me in performing my essential job functions during the upcoming trial preparation phase for [Case Name/Reference].

As we enter this period of increased workload and strict deadlines, my underlying disability, [Optional: Mention condition or simply say "medical condition"], presents specific challenges regarding [mention specific barriers, e.g., extended screen time, late-night shifts, or high-stress environments].

To ensure I can contribute effectively to the trial team, I am proposing the following accommodations:

- [Accommodation 1: e.g., Flexible start/end times to manage fatigue]
- [Accommodation 2: e.g., Remote work options during intensive research phases]
- [Accommodation 3: e.g., Specific break intervals to manage physical symptoms]
- [Accommodation 4: e.g., Provision of specific software or ergonomic equipment]

I am committed to meeting the demands of this trial and believe these adjustments will allow me to maintain the necessary productivity and accuracy required for our success. I am eager to engage in the interactive process with you to discuss these options or any alternative suggestions you may have that meet my medical needs while satisfying the team's requirements.

I have attached supporting documentation from my healthcare provider [Optional: mention if attached]. I look forward to discussing this with you by [Date].

Sincerely,

[Your Signature]  
[Your Printed Name]