

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

[Date]

[Supervisor or HR Manager Name]  
[Law Firm/Company Name]  
[Office Address]

**RE: Formal Request for Interactive Process and Reasonable Accommodation**

Dear [Name],

I am writing this letter to formally request a reasonable accommodation regarding my current work schedule as a Paralegal. I am experiencing a [medical condition/disability] that impacts my ability to perform my duties under the standard office hours.

Pursuant to the Americans with Disabilities Act (ADA) and applicable state laws, I would like to initiate the interactive process to discuss potential modifications to my schedule. I am confident that with a modified schedule, I will continue to meet all billing requirements, case deadlines, and administrative responsibilities effectively.

I am proposing the following modification(s) for your consideration:

- [Option 1: e.g., Adjusted start and end times]
- [Option 2: e.g., Hybrid remote work schedule]
- [Option 3: e.g., Compressed work week]

I have attached medical documentation from my healthcare provider which outlines my functional limitations and supports the necessity for these adjustments. Please note that this information is confidential and should be treated accordingly.

I am eager to discuss how we can implement a plan that supports my health while maintaining the high standards of our legal team. Please let me know when you are available to meet and begin the interactive process.

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]