

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

To: [Name of Supervisor or HR Representative]
[Company/Firm Name]

Re: Request for Reasonable Accommodation - [Your Name]

Dear [Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) and/or applicable local disability laws to assist me in performing the essential functions of my role as [Your Job Title].

Due to [mention your condition, e.g., a physical limitation or repetitive strain injury] which impacts my ability to type for extended periods, I require an accommodation regarding my legal drafting responsibilities.

I am requesting the provision and use of specialized legal dictation and speech-recognition software (such as Dragon Legal or a similar professional-grade equivalent). Standard dictation tools do not suffice, as my role requires a high degree of accuracy regarding legal citations, specialized terminology, and complex formatting unique to legal filings.

This software will allow me to dictate briefs, contracts, and correspondence efficiently, ensuring that I continue to meet my productivity goals and maintain the high quality of work expected at [Firm Name].

I am available to discuss this request, provide medical documentation if necessary, and explore specific software options that are compatible with the firm's current IT infrastructure.

Thank you for your time and for considering this request.

Sincerely,

[Your Signature]
[Your Printed Name]