

To: [Supervisor Name or Human Resources Department]

From: [Your Name]

Date: [Date]

Subject: Request for Reasonable Accommodation Regarding Sensory Needs

Dear [Name of Contact],

I am writing this letter to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) [or applicable local disability law].

I am currently experiencing challenges in the workplace related to sensory processing and [mention specific sensitivity, e.g., noise levels, lighting, or office layout]. These sensory triggers interfere with my ability to perform the essential functions of my role, specifically [list tasks, e.g., legal drafting, case research, or client communication], to the best of my ability.

To help me perform more effectively, I am requesting the following accommodation(s):

- [Option 1: Noise-canceling headphones or a quiet workspace]
- [Option 2: Adjustment to office lighting, such as a desk lamp or filter]
- [Option 3: Relocation to a low-traffic area of the firm]
- [Option 4: Modified work schedule or remote work options]

I believe these adjustments will allow me to manage my sensory needs and maintain the high level of productivity and focus required by the firm. I have attached medical documentation from my healthcare provider to support this request [Optional].

I am open to discussing these options or alternative solutions that would meet both my needs and the operational requirements of the firm. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]