

To: [Manager Name or Human Resources Department]

From: [Your Full Name]

Date: [Current Date]

Subject: Request for Interactive Process - Reasonable Accommodation for Client Meetings

Dear [Name],

I am writing to formally request a reasonable accommodation regarding my work duties, specifically concerning client meeting arrangements, due to a medical condition. I would like to initiate the interactive process to discuss how we can adjust these arrangements to allow me to perform my essential job functions effectively.

Based on my current needs, I am requesting flexibility in how client meetings are conducted. Potential adjustments include:

- The option to conduct meetings via video conferencing or telephone instead of in-person.
- Adjusting the location of in-person meetings to a more accessible or controlled environment.
- Advance notice and flexible scheduling for client-facing engagements.

I am confident that these adjustments will allow me to continue meeting my performance goals and delivering high-quality service to our clients. I am happy to provide medical documentation from my healthcare provider that outlines my limitations and the necessity of these accommodations, while maintaining the confidentiality of my specific diagnosis.

Please let me know when you are available to meet and discuss this request further. I look forward to working together to find a solution that supports both my health and the needs of the team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]