

To: [Name of Human Resources Representative or Supervisor]

From: [Your Name]

Date: [Current Date]

Subject: Request for Interactive Process Regarding Travel Requirements

Dear [Name],

I am writing to formally request an interactive process to discuss reasonable accommodations regarding my role as a Legal Assistant. This request is being made in accordance with the Americans with Disabilities Act (ADA) and applicable state laws.

I have a medical condition that currently limits my ability to meet the specific travel requirements outlined for my position. Specifically, I am seeking an accommodation regarding [mention specific travel issue, e.g., overnight travel, long-distance driving, or frequent air travel].

I am confident that I can continue to perform the essential functions of my job, including [mention key tasks like document preparation, research, or filing], with a reasonable accommodation. I would like to meet with you to discuss potential solutions, which may include:

- Adjusting travel schedules or frequency.
- Utilizing remote communication technologies (e.g., video conferencing) for out-of-office meetings.
- Reassigning travel-heavy tasks that are non-essential to my core duties.
- [Insert other proposed accommodation here].

I have attached medical documentation from my healthcare provider that confirms my functional limitations as they relate to travel. I am committed to working with the firm to find a mutually beneficial solution that allows me to continue contributing to the team.

Please let me know when you are available to begin this discussion.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Contact Information]