

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

[Date]

[Name of Supervisor or Disability Services Coordinator]
[Organization/Institution Name]
[Department Name]

Subject: Request for Reasonable Accommodation - Screen Reading Accessibility for Case Research

Dear [Name of Contact Person],

I am writing to formally request a reasonable accommodation under [Title I of the Americans with Disabilities Act / relevant local legislation] to assist me in my role as a [Your Job Title/Position].

Due to my [mention disability if comfortable, e.g., visual impairment or learning disability], I require the use of screen reading software to access digital text. Currently, I am encountering barriers while conducting case research. Specifically, [mention specific issue, e.g., certain legal databases are not tagged for screen readers / case files are provided in non-searchable image PDFs].

To perform the essential functions of my position effectively, I am requesting the following accommodations:

- Provision of case research materials in accessible, text-based formats (such as OCR-processed PDFs or HTML).
- Access to screen-reader compatible legal research databases.
- [Optional: Mention specific software needed, e.g., JAWS or NVDA license].

These accommodations will allow me to independently conduct research, analyze case law, and meet my professional deadlines. I am available to discuss these needs with you and can provide medical documentation supporting this request if necessary.

I look forward to hearing from you by [Date] to discuss how we can implement these adjustments.

Sincerely,

[Your Signature]

[Your Printed Name]