

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

[Date]

[Name of Supervisor or HR Representative]
[Title]
[Company Name]
[Company Address]

Re: Request for Reasonable Accommodation for [Your Name]

Dear [Name of Supervisor or HR Representative]:

I am writing this letter to formally request a reasonable accommodation for my [disability/medical condition] under the Americans with Disabilities Act (ADA) and/or applicable state laws.

I am experiencing some difficulties performing my job duties as a [Your Job Title] due to [briefly describe the limitation, e.g., difficulty standing for long periods, difficulty with screen glare, etc.].

To help me perform my essential job functions effectively, I am requesting the following accommodation(s): [List specific accommodations, e.g., a standing desk, a modified work schedule, screen reading software, or a quiet workspace].

I believe these adjustments will enable me to successfully carry out my responsibilities. I am open to discussing other options that would also address my needs.

I have attached medical documentation from my healthcare provider that confirms my condition and explains the necessity for these accommodations. [Optional: Mention if documentation is attached or if you can provide it upon request].

I look forward to discussing this request with you at your earliest convenience. Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]