

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

[Date]

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

**Subject: Request for Reasonable Accommodation**

Dear [Name of Supervisor or HR Professional],

I am writing this letter to formally request a reasonable accommodation for my work duties under the Americans with Disabilities Act (ADA).

I have a medical condition that limits my ability to [mention the specific task or function affected, e.g., stand for long periods, use a standard keyboard, work in a loud environment]. Because of this, I am requesting the following accommodation(s):

[List the specific accommodation(s) requested, e.g., a standing desk, a modified work schedule, screen-reading software, or a quiet workspace].

These adjustments will enable me to perform the essential functions of my job effectively. I am open to discussing other options that would also allow me to perform my duties.

I have attached a letter from my healthcare provider that confirms my functional limitations and supports my need for these accommodations.

Please let me know when we can meet to discuss this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]