

## Sample Letter: Accommodation Request Template

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[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request reasonable accommodations under the Americans with Disabilities Act (ADA) to assist me in performing my job duties effectively. I have been diagnosed with [Your Condition], which impacts my ability to [briefly describe how your condition affects your work].

To better manage my condition and maintain my job performance, I am requesting the following accommodations:

1. [Accommodation 1]
2. [Accommodation 2]
3. [Accommodation 3]

I have attached medical documentation from my healthcare provider supporting my need for these accommodations. I am confident that these adjustments will enable me to continue contributing effectively to [Company Name].

I am more than willing to discuss these accommodations and explore any alternative solutions that may be more suitable. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]