

# Workplace Accommodation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a workplace accommodation due to [briefly explain the reason for your request, e.g. a medical condition, disability, etc.]. I believe that making this accommodation will allow me to perform my job more effectively while ensuring my well-being.

I am requesting [describe the specific accommodation you need, e.g. flexible working hours, ergonomic equipment, remote work opportunities, etc.]. This accommodation will enable me to [explain how the accommodation will help you with your job tasks].

I appreciate your consideration of my request. I am happy to discuss this further and provide any necessary documentation to support my application. Thank you for your attention to this matter.

Sincerely,

[Your Name]