

Accessibility Complaint Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear [HR Manager's Name],

I am writing to formally address an issue regarding accessibility in the workplace that I have encountered as an employee at [Company Name]. I believe this matter requires immediate attention to ensure compliance with the Americans with Disabilities Act (ADA) and to promote an inclusive work environment.

On [date], I experienced difficulties accessing [specific area or resource, e.g., the office building, restrooms, equipment], which has adversely affected my ability to perform my job duties effectively. [Briefly describe the specific barriers faced, e.g., lack of ramps, inaccessible equipment, etc.].

According to the ADA, employers are required to provide reasonable accommodations to employees with disabilities. I believe that the following adjustments would greatly improve accessibility and allow me to carry out my job responsibilities more effectively: [List specific accommodations needed].

I would appreciate your prompt attention to this matter and would be happy to discuss this issue further at your earliest convenience. I am hopeful that we can work together to resolve this situation amicably.

Thank you for considering my request.

Sincerely,
[Your Name]