

[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 an accommodation under the Americans with Disabilities Act (ADA) for flexible working hours due to [briefly describe your condition or situation].

Specifically, I am requesting [describe your requested accommodation, e.g., starting work later in the day, working from home on certain days, etc.]. This accommodation will help me [explain how this will assist you in performing your job].

I believe that with these adjustments, I can continue to contribute effectively to our team. I am committed to maintaining my productivity and performance. Please let me know if there are any forms or documentation you require for this request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]