

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an accommodation under the Americans with Disabilities Act (ADA) due to my mental health condition. I am currently experiencing difficulties that significantly impact my ability to perform my job effectively.

As per the guidance of my healthcare provider, I am requesting the following accommodations: [List specific accommodations needed, such as flexible work hours, remote work options, access to mental health resources, etc.].

I believe these adjustments will enable me to perform my essential job functions while managing my mental health effectively. I am willing to discuss this request further and provide any necessary documentation from my healthcare provider to support my request.

Thank you for your understanding and attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]