

Accommodation Request Under the ADA

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reasonable accommodations under the Americans with Disabilities Act (ADA) due to my physical disability. I have been diagnosed with [specific condition] which affects my ability to [describe how the disability impacts your work].

To facilitate my productive engagement in the workplace, I am requesting the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I believe these adjustments will enable me to perform my job effectively while managing my condition. I am open to discussing this matter further and exploring any other alternatives that may work for both parties.

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

Sincerely,

[Your Name]