

# Request for ADA Accommodation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations under the Americans with Disabilities Act (ADA) for communication assistance. I require specific support to facilitate effective communication in order to perform my work duties.

As someone with [briefly describe your disability or communication barrier], I find that [describe how the absence of accommodation affects your work]. Therefore, I am requesting the following accommodations:

- [Accommodation 1, e.g., sign language interpreter]
- [Accommodation 2, e.g., captioning services]
- [Accommodation 3, e.g., assistive communication devices]

I believe that these accommodations would substantially enhance my ability to communicate effectively and allow me to contribute more fully to our team. I am open to discussing alternative solutions that may also meet my needs.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]