

Request for ADA Accommodation: Flexible Scheduling

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an accommodation under the Americans with Disabilities Act (ADA) due to my need for flexible scheduling in my work hours. I have been diagnosed with [briefly state your condition] which affects my ability to maintain a consistent work schedule.

In order to effectively manage my condition, I am requesting a flexible work schedule that allows for [specify your needs, e.g., adjusted start and end times, or work-from-home options]. I believe this accommodation will enable me to perform my job duties more effectively while managing my health.

I appreciate your understanding and consideration of my request. I am more than willing to discuss this matter further and explore potential solutions together.

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

Sincerely,

[Your Name]