

Request for ADA Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name or HR Representative]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name/HR Representative],

I am writing to formally request an accommodation under the Americans with Disabilities Act (ADA) that would allow me to work remotely due to [briefly describe your disability or medical condition]. This arrangement would enable me to maintain my productivity while managing my health effectively.

Given my current situation, I believe that working remotely would help in [explain how this would benefit your work performance or health]. I am committed to maintaining my work responsibilities and can assure you of my dedication to my duties.

I am open to discussing this request and exploring potential solutions that could be beneficial for both parties. Please let me know a convenient time for us to meet or if you require further documentation regarding my condition.

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

Sincerely,

[Your Name]