

# ADA Accommodation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) due to my [specific disability, e.g., "visual impairment"].

As a [your job title/position] at [Company/Organization Name], I have been experiencing difficulties with [briefly describe how your disability impacts your work]. In order to perform my job effectively, I am requesting the following accommodation: [describe the specific accommodation you are requesting, e.g., "the provision of screen-reading software"].

I believe that this accommodation will allow me to [explain how the accommodation will help you, e.g., "meet the performance standards of my position"]. I am open to discussing alternative accommodations that may also be suitable.

Thank you for considering my request. I look forward to your prompt response so we can discuss this matter further.

Sincerely,

[Your Name]