

Request for ADA Accommodation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an accommodation under the Americans with Disabilities Act (ADA) regarding my work environment.

I have been diagnosed with [briefly describe your condition], which impacts my ability to [describe how it affects your work]. I am therefore requesting the following accommodations: [list the specific modifications you are requesting].

I believe these modifications will enable me to perform my job effectively while maintaining my health and well-being. I am open to discussing alternative solutions that may also assist in my circumstances.

Please let me know if you require any additional information to support my request. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]