

Allergy Accommodation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/School Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request accommodations regarding my allergy to [specific allergen]. In order to maintain a safe and conducive environment for my [academic/work] activities, I would like to propose the following adjustments:

- [Adjustment 1]
- [Adjustment 2]
- [Adjustment 3]

I appreciate your understanding and support in this matter. Should you need further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]