

Request for Disability Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation for my disability under the Americans with Disabilities Act (ADA). I have been diagnosed with [Brief Description of Disability] and, as a result, I experience [Brief Description of Limitations].

To help me perform my job effectively, I am requesting the following accommodations: [List Accommodations Needed]. I believe these adjustments will assist me in fulfilling my job responsibilities while maintaining productivity.

I am open to discussing other potential solutions that would assist me in the workplace. Please let me know a convenient time for us to meet to discuss my request further.

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

Sincerely,

[Your Name]