

# Request for Disability Accommodations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request disability accommodations as outlined under the Americans with Disabilities Act (ADA). I have a [briefly describe your disability] which affects my ability to [describe how the disability impacts your work/study].

To ensure I can perform my duties effectively, I would appreciate your assistance in providing the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I believe these accommodations will help me [explain how the accommodations will benefit your performance]. I am happy to discuss this matter further and provide any additional information necessary to facilitate this request.

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

Sincerely,

[Your Name]