

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Virtual Workplace Accommodations

Dear [Recipient's Name],

I am writing to formally request virtual workplace accommodations due to my disability. As you may be aware, [briefly describe your condition], which impacts my ability to [explain how it affects your work].

To effectively perform my duties and responsibilities, I kindly request the following accommodations: [list specific accommodations needed, e.g., flexible working hours, assistive technology, training materials in accessible formats].

I appreciate your attention to this matter and am willing to discuss this request further to ensure a smooth and productive work environment. Thank you for your understanding and support.

Sincerely,

[Your Name]