

Request for Special Diet Accommodation

Date: **[Insert Date]**

To: **[Recipient's Name]**

From: **[Your Name]**

Subject: Request for Special Diet Accommodation

Dear **[Recipient's Name]**,

I hope this message finds you well. I am writing to formally request accommodations regarding my dietary needs.

Due to [briefly explain reason for special diet, e.g., medical condition, allergies, religious beliefs], I am unable to consume certain foods including [list specific foods to avoid]. Therefore, I kindly ask for your support in providing alternative food options that meet my dietary requirements while [at work, at school, during the event].

I appreciate your attention to this matter and look forward to your understanding and cooperation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]