

Letter of Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We have received your request for disability accommodations dated [Insert Date of Request]. We want to acknowledge receipt of your request and assure you that we are committed to providing the necessary support in accordance with our policies and procedures.

Your request is currently being reviewed, and we will assess the details provided to determine the appropriate accommodations that can be offered. We aim to process this request promptly and will keep you informed of any developments.

If you have any questions or need further assistance in the meantime, please feel free to contact me at [Your Contact Information].

Thank you for your patience as we work through this process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]