

# Accommodation Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations due to my disability as per the Americans with Disabilities Act (ADA). I am currently [briefly explain your role, e.g., a student, employee, etc.], and I am seeking accommodations to assist me in successfully performing my duties.

My specific disability involves [describe your disability or condition], and I require the following accommodations: [list necessary accommodations, e.g., modified work schedule, assistive technology, etc.].

I believe these accommodations will help me effectively manage my responsibilities while ensuring an inclusive work/study environment.

Please let me know if you require any further documentation or information to support my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]