

Request for Accommodations for Work-Related Travel

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations related to my upcoming work-related travel scheduled for [Travel Dates]. Due to [brief explanation of your needs, e.g., a medical condition, disability, etc.], I require specific accommodations to ensure a smooth and effective travel experience.

The accommodations I am requesting include:

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

I appreciate your attention to this matter and am happy to discuss these accommodations further or provide any documentation needed to support my request. Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]