

Professional workplace accommodation request

Subject: Request for Reasonable Accommodation

Dear [Manager/HR Director Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) to enable me to perform the essential functions of my position as [Job Title].

I have been diagnosed with [condition/disability], which affects my ability to [specific limitation]. To continue performing my duties effectively, I am requesting the following accommodation: [specific accommodation needed].

This accommodation would allow me to maintain my productivity while managing my condition. I believe this adjustment would not create an undue hardship for the organization and would enable me to continue contributing meaningfully to our team.

I have attached relevant medical documentation supporting this request and am available to discuss this matter further at your convenience. I would appreciate the opportunity to engage in the interactive process to determine the most suitable accommodation.

Thank you for your consideration of this request. I look forward to working together to find a solution that works for both parties.

Sincerely,

[Your Name]

[Employee ID]

[Date]

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