

Template: ADA Accommodation Request Letter

Here is a professionally formatted letter template to request workplace accommodations under the Americans with Disabilities Act (ADA). This can be customized to suit individual needs.

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]

[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Reasonable Accommodation under the Americans with Disabilities Act (ADA)

Dear [Employer's Name or HR Representative's Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA). I have a medical condition that affects my ability to perform certain aspects of my job, and I am seeking accommodations to enable me to continue contributing effectively to [Company Name].

My condition [briefly describe condition, if comfortable or necessary, e.g., "causes fatigue and mobility challenges"] impacts my ability to [specific job tasks, e.g., "attend in-office meetings for extended periods"]. Based on recommendations from my healthcare provider, I believe the following accommodation(s) would help me perform my duties:

- [List specific accommodations, e.g., "Flexible work hours," "Provision of ergonomic equipment," or "Remote work options."]

I have attached supporting documentation from my healthcare provider outlining my condition and the necessity of these accommodations. I am happy to discuss these requests further and explore alternative accommodations that might better suit my role and the needs of the company.

I value my position at [Company Name] and remain committed to performing my duties effectively. Please let me know a convenient time to meet and discuss this matter further. I look forward to your response.

Thank you for your understanding and support.

Sincerely,
[Your Full Name]
[Job Title]

Notes for Use

1. Replace placeholders (e.g., [Your Name], [Employer's Name]) with accurate details.
2. Attach relevant documentation, such as a healthcare provider's note, if applicable.
3. Retain a copy for personal records.