

TEMPLATE LETTER

How to Request a Reasonable Accommodation

DATE (January 1, 2018)

METHOD OF DELIVERY (Email/U.S. Mail/Hand Delivered, etc.)
Human Resources Department
Employer's Address

Re: Request for Reasonable Accommodation for (Your Name)

Dear Mr./Ms. (Contact at Human Resources Department):

I work at _____ (Company Name) as a _____ (Your Job Title) and have been in this position since ____ (Date).

I am writing to request that you provide _____ (list accommodation needed here) as a reasonable accommodation under the ADA. As you may know, I have a disability (you may list your disability here or wait for your employer to request documentation of your disability) and this accommodation would help me be successful at my job.

If you are unable to provide me with _____ (list accommodation needed here), I ask that we engage in the interactive process to determine whether there is an alternative effective accommodation.

If you have any questions, you can feel free to contact the Job Accommodation Network a 1-800-526-7234 or the Great Lakes ADA Center at 1-800-949-4232 for more information, free of charge.

Please contact me if you have any questions about my request. I would appreciate a written response to this letter. Thank you very much.

Very truly yours,

(Your Name)