

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

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request adjustments to my workplace accommodations due to my [specific condition/disability].

In order to perform my job effectively and comfortably, I would appreciate the following adjustments:

1. [Adjustment 1: e.g., ergonomic chair]
2. [Adjustment 2: e.g., flexible working hours]
3. [Adjustment 3: e.g., accessibility tools/software]

These accommodations will greatly assist me in managing my responsibilities while ensuring my health and safety. I am happy to discuss further details and explore additional options if necessary. Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]