

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Workplace Accommodation

I hope this message finds you well. I am writing to formally request workplace accommodations due to my diagnosis of Lyme disease. My condition affects my daily functioning and requires certain adjustments to my work environment to ensure that I can continue to be productive and contribute to the team effectively.

Specifically, I am requesting the following accommodations:

1. [Accommodation 1 (e.g., flexible work hours)]
2. [Accommodation 2 (e.g., the option to work from home on certain days)]
3. [Accommodation 3 (e.g., ergonomic equipment)].

These adjustments will help me manage my symptoms while maintaining my performance in the workplace. I am happy to discuss this further and provide any necessary documentation from my healthcare provider to support my request.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]