

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request accommodations related to my PTSD diagnosis in order to optimize my performance and well-being at work.

As you may know, PTSD can affect various aspects of daily life, including focus, stress management, and sensory sensitivities. I believe that with some reasonable adjustments, I can continue to contribute effectively to our team.

Specifically, I am requesting the following accommodations:

1. [Accommodation 1: e.g., flexible work hours]
2. [Accommodation 2: e.g., a quiet workspace]
3. [Accommodation 3: e.g., regular check-ins with a supervisor]

I am open to discussing these suggestions and any other potential accommodations that you might consider suitable. I appreciate your understanding and support regarding my health needs, and I am committed to maintaining a productive and positive work environment.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]