

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a reasonable accommodation for my disability under the [specific law, e.g., Americans with Disabilities Act (ADA)]. I have been diagnosed with [specific condition], which affects my ability to [briefly explain how your condition impacts your work or daily activities].

To facilitate my continued performance and participation in the workplace, I kindly request the following accommodation(s): [clearly outline the specific accommodation(s) you are requesting].

I believe that these adjustments will enable me to contribute effectively while managing my condition. I am open to discussing this matter further to find a suitable solution that meets both my needs and the organization's requirements.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]