

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

[Recipient Name]
[Recipient Position]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Reasonable Accommodation

I hope this letter finds you well. I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) due to my disability. I am a [your position] at [company/organization name].

Due to [briefly explain your disability], I am requesting the following accommodations:

1. [Accommodation 1]
2. [Accommodation 2]
3. [Accommodation 3]

I believe these accommodations will allow me to [explain how the accommodations will help you perform your job better or safely].

I am happy to discuss this matter further and provide any necessary documentation to support my request. Thank you for your attention to this matter and your support in helping me succeed in my role.

Sincerely,

[Your Name]
[Your Job Title]