

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

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request reasonable accommodations for my employment as a [Your Job Title] at [Company's Name] due to my disability.

I have been diagnosed with [Specific Disability], which affects my ability to [Briefly Describe How it Affects Your Work]. To ensure I can perform my duties effectively, I would like to request the following accommodations:

1. [Accommodation 1: Describe the specific accommodation needed]
2. [Accommodation 2: Describe the specific accommodation needed, if applicable]
3. [Accommodation 3: Describe the specific accommodation needed, if applicable]

I believe these accommodations will allow me to continue to contribute to the team and perform my job responsibilities effectively. I am open to discussing these requests further and exploring any alternative solutions that may also support my needs.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]