

EXAMPLE of an Accommodation Request

Date of Letter

Your name

Your address

Employer's name

Employer's address

Dear (e.g., Supervisor, Manager, Human Resources, Personnel):

Content to consider in body of letter:

- Identify yourself as a person with a disability
- State that you are requesting accommodations under the ADA (or the Rehabilitation Act of 1973 if you are a federal employee)
- Identify your specific problematic job tasks
- Identify your accommodation ideas
- Request your employer's accommodation ideas
- Refer to attached medical documentation if appropriate*
- Ask that your employer respond to your request in a reasonable amount of time

Sincerely, Your signature

Your printed name

Cc: to appropriate individuals