**Sample Accommodations Request Letter**

Date of Letter

Your name

Your Address

Employer’s name

Employer’s address

Dear (Supervisor, Manager, Human Resources and/or Department Head),

In the body of your letter include the following:

* Identify yourself as a person with a disability
* State that you are requesting an accommodation under the ADA
* Identify the specific problems that you are having at your job, but avoid writing that you are unable to perform your job. You are qualified with a reasonable accommodation to perform the essential functions of the job. Employers are not require to eliminate essential functions of the job.
* Articulate your ideas for reasonable accommodations, if any
* Request that your employer share their accommodation ideas
* Refer to attached medical documentation if needed
* Ask that your employer respond to your request within a reasonable time

Sincerely,

Your signature

You name

CC: Any additional people, such as a direct supervisor

If you feel that it is needed, attach medical information to your letter to show that you are a person with a disability and to document your need for an accommodation.