

Requesting a Workplace Accommodation

Script

This is a way to think about and practice what you want to communicate about an accommodation. It is a good idea for anyone requesting an accommodation to have someone else review it and give you feedback.

Subject: Reasonable Accommodation Request - [Put your full name here]

Dear [Manager's Name or HR Contact],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) . I have a medical condition that limits [briefly describe the limitation, e.g., my ability to sit for long periods and to better focus by tuning out the hum of the air conditioner].

To help me effectively perform the essential functions of my job, I am requesting the specific accommodation(s) of: noise-canceling headphones and a modified break schedule where I take two 10-minute breaks in the morning and two 10-minute breaks in the afternoon instead of one 20-minute break in the morning and one 20-minute break in the afternoon. This will allow me to successfully maintain my daily tasks by taking more frequent breaks and being able to focus on my work more.

I am happy to meet to discuss this further and will provide supporting medical documentation if needed. Please let me know what additional information would be helpful.

Thank you,

[Sign here]

[Your first and last name]

[Your phone number]