



Sample Accommodation Letter for Work

View post: <https://disabilityrightsnorthcarolina.org/resources/sample-accommodation-letter-for-work/>

Sample letter requesting work accommodation

Date

Mr. / Ms. _____ (Name of human resources or manager here)

Company Name

Address

Dear Mr. / Ms. _____:

I have worked at _____ (company name) as a _____ (position or position in " _____ department" if appropriate) since _____ (approximate date of hire). I am experiencing the following difficulties in performing my job because of my disability: _____.

I am writing to request that you _____ (state requested accommodation) because it will _____ (how it will help you do your job) as a reasonable accommodation. I have a disability as defined by the Americans with Disabilities Act, and I need this accommodation to successfully perform my job. If you have alternative suggestions regarding reasonable accommodations, please share them with me so we can work together to find a workable and effective accommodation.

For more information about my rights and your responsibilities under the Americans with Disabilities Act, you can contact the Job Accommodation Network at 1-800-526-7234, the Southeast ADA Center at 1-800-949-4232, or the Equal Employment Opportunity Commission at 1-800-669-4000. The Job Accommodation Network also provides examples of possible reasonable accommodations for different disabilities.

If you have any questions about my request you can contact me in writing or by phone. However, I would appreciate a written response to this request within two weeks of the date of this letter. Thank you very much.

Sincerely,

Your name

Your full address

Your phone number

[View DRNC's information packet about your disability rights at work](#)

[View sample letters for COVID-19 and workplace accommodations.](#)

[Information about disability discrimination in the workplace from the Equal Employment Opportunity Commission \(EEOC\) website.](#)

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