



Ideas for Writing an Accommodation Request Letter

Job Accommodation Network

1-800-526-7234 (V/TTY)

<http://www.jan.wvu.edu>

A service of the [Office of Disability Employment Policy](#) of the U.S. Department of Labor

By [Linda Carter Batiste, MS](#)

Preface

The Americans with Disabilities Act of 1990 (ADA) requires employers to provide reasonable accommodation to qualified employees and applicants with disabilities, unless such accommodations would pose an undue hardship (e.g. too costly, too extensive, too substantial, too disruptive). In general, the applicant or employee with a disability is responsible for letting the employer know that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment. Employers are not required to provide accommodations if they are not aware of the need.

According to the Equal Employment Opportunity Commission (EEOC), the federal agency charged with enforcing the ADA, an accommodation request does not have to be in writing. However, the EEOC suggests that individuals with disabilities might find it useful to document accommodation requests in the event there is a dispute about whether or when they requested accommodation. One way to document an accommodation request is to make a written request.

The ADA does not include specific guidelines or forms for requesting reasonable accommodation. However, some employers have developed in-house forms. If so, employees should use the employer's forms for requesting accommodation. Otherwise, individuals with disabilities can use any method that is effective; the ADA does not require specific language or format. The following information provides an example of an accommodation request letter. Please note that the information is to be used as a guide only and is not legal advice. If legal advice is needed, contact a legal service.

For additional information regarding the ADA and reasonable accommodation, contact the Job Accommodation Network at 800-ADA-WORK or visit our web site at <http://www.jan.wvu.edu>.

Sample Accommodation Request Letter

The following is an example of what can be included in an accommodation request letter and is not intended to be legal advice.

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
- 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

📎 You may want to attach medical information to your letter to help establish that you are a person with a disability and to document the need for accommodation.

Sample Letter:

Use this letter to ask for any *disability-related help*
(accommodation) from your employer

October 9, 2001

Mr. / Ms. ____ (Put name of manager here)
Company Name
address here

Dear Mr. / Ms. ____ :

I have worked at ____ (Company Name) in the ____ Department since ____, 2000 and am writing to request that you provide ____ (list accommodation needed here) _____ as a reasonable accommodation. I have a disability, _____ (disability here) _____, and need this accommodation to successfully do my job.

For more information about my rights and your responsibilities under the Americans with Disabilities Act, I am enclosing a handout which explains this in more detail. You can also call either the Job Accommodation Network at 1-800-526-7234 or the Great Lakes Disability and Business Technical Assistance Center at 1-800-949-4232 for more information, free of charge.

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 letter. Thank you very much.

Sincerely,

your name
your full address
your phone number

Sample Letter: Use this letter to ask for a copy of
your *personnel file* from your employer

October 9, 2001

Put **name** and **address** of Director of Personnel or Human Resources here

Dear Mr./Ms. _____ :

I have been an employee of ____ (Company Name) since ____, 2000. I need a complete copy of my personnel record. Please let me know when I can pick up the copies or, if you prefer, please have the copies sent to my work site or mailed to my home address, listed below.

If you have any questions about my request you can contact me in writing or by phone. Thank you very much.

Sincerely,

Your name
your full address
your phone number