Template Reasonable Accommodation Request

Dear [Employer]:

I am an employee with a disability as defined by the Maine Human Rights Act and the Americans with Disabilities Act.

In order to perform my job duties I require a reasonable accommodation. I have the following disability: [state the disability].

My disability impacts me in the following manner: [Briefly describe how the disability substantially limits major life activities.]

I need the following accommodation[s]: [List one or more specific reasonable accommodations.]

Please let me know within 10 days whether you will grant my accommodation request. I would be happy to meet with you to discuss this accommodation [or these accommodations] further. If you require medical documentation regarding my disability and my need for accommodations, please let me know.

Sincerely,

[Employee]