

# Sample Letter #1: Reasonable Accommodations (for use by Applicants)

Date: September 17, 2002  
Prepared by: Elizabeth Baldwin

## To the Writer:

- (1) Do not send this letter unless you have already been granted an interview.
  - (2) Be sure to send this letter to the right person - an immediate supervisor or the employer.
  - (3) You are not required by law to make a reasonable accommodations request in writing. If you prefer, you can make a request orally.
  - (4) If you do write a letter, keep a copy for yourself.
  - (5) "Disability" definitions in brief (for more details see the WPAS FYI "Employment Discrimination Laws"):
    - a) *Washington law*: a cognizable disabling condition;
    - b) *Federal law* (Americans with Disabilities Act): a disabling condition that substantially limits a major life activity.
- 

Your employer's address

Date of Letter

Dear \_\_\_\_\_:

**My name is \_\_\_\_\_, and I am applying for the position of \_\_\_\_\_** (*state the position to which you are applying. For example, "administrative assistant"*).

**I am writing to formally request a reasonable accommodation in order to participate in your selection process. I am a person with a disabling condition recognized by \_\_\_\_\_** (*choose one or both: "federal" and/or "state"*) **laws governing reasonable accommodations for persons with disabilities. In particular, my disabling condition limits my ability to \_\_\_\_\_** (*state the type of procedure affected by your disability, for example "read small print"; "climb stairs"; "walk long distances"; "hear questions posed to me in a interview"*). **As an otherwise qualified applicant, I will need accommodations in order to \_\_\_\_\_** (*state application-related barrier, for example "fill out the application," "enter your building," "communicate with you in the interview."*).

**From my experience, I know that obtaining \_\_\_\_\_** (*state the possible solution, for example, "enlarged print on the job application"; "a ramp leading up to the front door"; "a parking space near the front door"; "an ASL interpreter"*) **would be a sufficient accommodation; however, I am open to other**

**solutions that you may suggest. I am also willing to meet with you to discuss other possibilities.**

**If you would like medical verification of my disability, I can provide you with the appropriate documents upon your request. (*Alternatively, "I have attached medical documentation verifying my disability."*)**

**Thank you for your attention to this matter. I will contact you within the next few days to follow-up on this request. I look forward to cooperating with you to find the most efficient, economical, and effective solution possible.**

**Thank you,**

*Sign your name*

*Type or print your name.*

*Type or print your address*