

Sample Request for Accommodations Letter

[Date]

[Your Name and Address]

[Name and Title of Supervisor, Name of Business, and Address of Business]

Dear [Supervisor John Smith],

I am writing to request job accommodations for my diabetes under the Americans with Disabilities Act. Due to my disability, I require simple accommodations to perform my essential job functions.

I have provided you with documentation of my disability and my need for job accommodations. As the enclosed documentation indicates, I have diabetes. Diabetes is a disease that affects the way the body uses food. It occurs when the pancreas fails to produce insulin or does not produce insulin that the body can use, substantially limiting the functioning of my endocrine system. Insulin is a hormone that is needed to convert sugar, starches, and other food into energy. The process of turning food into energy is crucial because the body depends on this energy for every action, from pumping blood and thinking to running and jumping. When insulin is absent or ineffective, glucose collects in the blood, leading to the high glucose levels that are the defining characteristic of diabetes. Although diabetes cannot be cured, it can be managed. [I also have the following complications from my diabetes: neuropathy, retinopathy, etc.]

I manage my diabetes by carefully monitoring my blood glucose levels throughout the day, adhering to a regular meal schedule, adjusting my [oral medication and/or insulin] according to my food intake and activity level, and balancing all these factors with any unexpected factors such as illness in order to keep my blood glucose levels where they need to be. This balancing act can be difficult, but the accommodations that I require are simple. They can be provided at no cost to you, and should cause no disruption in the workplace.

My [endocrinologist Dr. Jane Doe] has documented my need for reasonable job accommodations. [Dr. Doe] recommends that I receive [list the accommodations needed]. [His/her letter] is enclosed. These recommendations are the reasonable job accommodations that I formally request under the Americans with Disabilities Act.

It is my belief that these reasonable job accommodations will assist me in continuing to be a productive employee at [Employer's name]. I would like to have an initial meeting with you to discuss your ideas on this issue at your earliest convenience or within the next two weeks.

Sincerely,

[Your Signature]

[Your Name]