



## **Sample letter to Request Reasonable Accommodations During the COVID-19 Pandemic**

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Under the Americans with Disabilities Act, you have the right to reasonable accommodations in the workplace. This includes accommodations you need during the COVID-19 pandemic to help you stay healthy and be able to work. This sample letter can be used to ask your employer or prospective workplace for reasonable accommodations you need in the hiring process or for your job.

[Date]

Dear [Employer]:

I am writing to request [a] reasonable accommodation[s] for my disability/disabilities. I [am an employee of/am applying for a position at] [Public Entity]. I am also [subject to a stay-at-home order / at higher risk for COVID-19 complications because of my disability]. Because of my disability, I need to take extra care to protect myself from COVID-19. I need the following accommodations: [list accommodations]. My [physician/psychiatrist/psychologist/therapist/social worker/occupational therapist /other individual (describe)] has deemed these accommodations/modifications necessary in light of my disability. Please see the attached letter from [doctor or professional's name]. Additionally, please see the [federal, state or local] order requiring me to shelter-in-place during the COVID-19 pandemic. Federal and state law require that employers accommodate employees and applicants who have disabilities. Please respond to this request by [date]. Feel free to contact me at [your

phone number and/or e-mail address] if you have any questions. Thank you.

Sincerely,

[Your name]

[Your address]

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