



Chasing a reasonable adjustment request template

Email subject line: Follow-up on my reasonable adjustment request

Dear [manager/HR name],

I'm following up on the reasonable adjustment request I made on [date].

I asked for [briefly state the adjustment].

Please could you let me know:

- whether my request is still being considered
- whether you need any more information from me
- who is responsible for making the decision
- when I can expect an update

The delay is currently affecting me by [briefly explain the impact, for example increased pain, fatigue, difficulty travelling to work or difficulty completing part of your role].

If the final adjustment will take some time to arrange, could we also discuss whether a temporary adjustment could be put in place while I wait?

I'd be happy to meet to discuss this.

Kind regards,

[Your name]