



Initial reasonable adjustment request template

Email subject line: Reasonable adjustment request

Dear [manager/HR name],

I'm writing to ask for a reasonable adjustment at work because of my disability or health condition.

At the moment, I am finding [briefly explain what is difficult or what barrier you are experiencing].

I would like to request [describe the adjustment you are asking for].

I believe this would help because [briefly explain how it would reduce the difficulty or help you do your job].

For example, this could help me to [work more safely/manage fatigue/reduce pain/travel to work more easily/concentrate better].

I'm happy to discuss this with you and look at other options if there is another adjustment that could meet the same need.

Please could you let me know the next steps and when we can discuss my request?

Kind regards,

[Your name]