{{ today() }}

To: {{ other\_parties }}

{%p if other\_parties[0].person\_type == “business” %}

Attn: {{ other\_parties[0].contact\_person\_name }}

{%p endif %}

{{ other\_parties[0].address.line\_one() }}

{{ other\_parties[0].address.line\_two() }}

From: {{ users[0].name\_full() }}

{{ users[0].address.line\_one() }}

{{ users[0].address.line\_two() }}

{{ users[0].email }}

Re: Reasonable Accommodation Request for {{ users[0].name\_full() }}

{%p if other\_parties[0].person\_type == “business” %}

Dear {{ other\_parties[0].contact\_person\_name }},

{%p else %}

Dear {{ other\_parties[0] }},

{%p endif %}

I am a {{ users[0].job\_title }} with {{ other\_parties }}. I have been in this position since {{ users[0].employment\_start\_date }}.

I am writing to request that the company provide the following as a reasonable accommodation under the Americans with Disabilities Act:

{{ users[0].accommodation\_request | fix\_punctuation }}

This accommodation would enable me to perform my job effectively because I have the condition(s) listed below:

{{ users[0].disability\_description | fix\_punctuation }}

If you are unable to provide me with {{ users[0].accommodation\_request | fix\_punctuation(mark=”,”) }} I ask that we engage in an interactive process to determine whether there is an alternative effective accommodation.

Please contact me if you have any questions about my request, or if additional information is required. I would appreciate a written response to this letter either via email or the address above. Thank you for your consideration and time.

Sincerely,

{{ users[0].signature\_if\_final(i) }}

{{ users[0].name\_full() }}

{{ users[0].signature\_date }}