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| Write a reasonable accommodation letter |

Congratulations {{ users[0].name\_full() }}! You have finished all the forms you need to write a reasonable accommodation letter. The rest of the pages in this packet are your letter to {{ users[0].other\_parties }}

## Next steps

1. Deliver a copy of this letter to {{ users[0].other\_parties }}
2. **Keep a copy for yourself.**
3. If {{ users[0].other\_parties }} does not answer your letter within 30 days, send a follow up.

## To send your letter

1. Look over the forms below, one more time. Make sure everything is correct.
2. Deliver a copy of this letter regular first-class mail, certified mail, or simply send the request to your employer via email with a copy to your personal email address.
3. You can ask the post office for proof of delivery, but it is not required. It may slow down delivery of your letter.
4. Save a copy of all correspondence, whether by email or regular first-class mail.

## What happens after I send the letter?

1. Your employer should respond in a reasonable amount of time with next steps.

## What do I do if {{ users[0].other\_parties }} ignores my letter?

1. The employer may simply provide the requested accommodation. Some employers may request medical documentation. If the employer refuses, they must engage with you in an interactive process to determine if there are alternative accommodations.

## What happens if {{ users[0].other\_parties }} agrees with me?

If the {{ users[0].other\_parties }} agrees with you:

1. No further action is required.

**Read** the response as soon as you get it. If you have questions, the **Equal Employment Opportunity Commission** may be able to help you more. For more information on their services: [**https://www.eeoc.gov/laws/guidance/enforcement-guidance-reasonable-accommodation-and-undue-hardship-under-ada**](https://www.eeoc.gov/laws/guidance/enforcement-guidance-reasonable-accommodation-and-undue-hardship-under-ada)

## Learn more

Visit **https://www.dol.gov/agencies/odep/program-areas/employers/accommodations**

or use the QR code below:



For Massachusetts residents, learn more here: <https://www.mass.gov/info-details/request-for-reasonable-accommodation>