

Accommodation Request Email Template

Subject: Request for workplace accommodation discussion

Hi [Manager name],

I'd like to schedule a short conversation about workplace accommodations that would meaningfully improve my focus and output. I'm not requesting anything disruptive - a few adjustments that have strong evidence behind them.

Two changes I'd like to discuss:

1. [Specific, observable adjustment - e.g., quieter focus time 9-11am]
2. [Specific adjustment - e.g., written follow-ups after meetings]

Happy to share the research and talk through what's realistic. Thanks,
[Your name]