**[Date]**

**[Your address]

[Employer’s name]
[Employer’s address]
[Date]**
Dear **[name of the person you are writing to]**,

Subject: Reasonable Adjustment Request

I am writing to ask for some changes to my work arrangements. I want to be able to do my job well and making these changes will support me to do that.

**[Explain how your impairment or condition affects your work. Give the facts, be specific and clear.**

**Explain:**

* **the adjustments you need at work before you can start working**
* **future adjustments**
* **how this would help you do your job better**
* **if possible, explain how the employer can make these changes without disrupting the business. If you’re not sure how this might affect the business, ask if you can talk about this.]**

The Equality Act 2010 says that employers have a duty to make reasonable adjustments for disabled employees when a person is at a substantial disadvantage compared with an employee who is not disabled.

Employers must take reasonable steps to address this. These can include:

* changing policies, procedures and practices
* changing the physical environment
* providing extra aids and services

If it is reasonable for the employer to make a change, then it should be made.

I believe that as a disabled person, under the Equality Act 2010 I am entitled to the reasonable adjustments I have requested.

I would be happy to discuss this request in more detail, but I would like a written response within 14 days.

Yours sincerely,
**[Your name]**