



Accommodation request letter template

Fill in the parts in square brackets. Sharing a diagnosis is optional: the letter works for needs alone. The online builder at spectrumfox.com/tools/accommodation-letter can draft it for you.

[Date]

Dear [Name of your manager or HR contact],

I am writing to ask for some reasonable accommodations that would help me do my best work.

These requests are about the conditions in which I work best, particularly around sensory input, communication and changes to routine.

I would like to ask for:

- [The changes you are asking for, one per line]

I am happy to talk about these requests, and about other options that would meet the same needs. Small changes like these often make a large difference to me.

I would be grateful for a written reply when you have had a chance to consider this.

Thank you for your time.

Kind regards,

[Your name]

Ideas for changes to ask for

- | | |
|---|---|
| ☐ A quieter place to work, away from high traffic and noise | ☐ Permission to use noise-canceling headphones or earplugs |
| ☐ Changes to lighting, such as a desk lamp instead of bright overhead lights | ☐ A fixed desk rather than hot-desking (work) |
| ☐ Some days working from home (work) | ☐ Instructions and changes confirmed in writing, not only spoken |
| ☐ Agendas or questions shared before meetings | ☐ Clear, direct feedback with specific examples |
| ☐ Email or messages instead of unscheduled phone calls where possible | ☐ Short regular breaks to recover from sensory or social load |
| ☐ Notice of changes to schedules or routines whenever possible | ☐ Help with prioritizing, such as a short weekly check-in (work) |
| ☐ Flexible start and finish times (work) | ☐ Extra time or a separate, quiet room for exams (study) |
| ☐ Access to slides or recordings of lectures (study) | ☐ Alternatives to spoken participation or group work when possible (study) |
| ☐ Flexibility on deadlines during periods of overload (study) | |

This is general information, not legal advice. Laws and processes differ by country, region and organization.