

## CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION

**Employee/Applicant Data**

Name:

Telephone:

Organization:

**Date of Request**

**Date of Receipt**

**ACCOMMODATION REQUESTED** *(Be as specific as possible, e.g., adaptive equipment, reader, interpreter.)*

**REASON FOR REQUEST**

**Return form to:** *(Enter Title/Address of Responsible Official)*

**SUBMITTED BY:**

**TELEPHONE:**