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Accommodation Letter Templates

ADA workplace · Fair Housing / HUD · School / Section 504

How to use these templates. This document contains three separate letters. Use the one that fits your situation, fill in every *[bracketed field]*, delete the others, and send it in writing (email or certified mail) so you have a dated record. Keep a copy of everything. A clear, law-citing request changes how an employer, landlord, or school responds.

Educational templates — not legal advice. These are starting points that reference well-established federal laws; they are not legal advice and do not guarantee a particular outcome. Laws and procedures vary by situation and by state. For workplace accommodations the Job Accommodation Network (askjan.org) is a free, expert resource, and for legal questions consult a qualified attorney or your local disability-rights organization before relying on any letter.

Letter 1 — Workplace Accommodation Request (ADA)

[Your name]
[Your address]
[Date]

To: *[Manager / HR contact name and title]*
Re: Request for Reasonable Accommodation under the ADA

Dear *[name]*,
I am writing to request a reasonable accommodation under the Americans with Disabilities Act (ADA), Title I (42 U.S.C. § 12101 et seq.). I have Multiple Chemical Sensitivity (MCS), a physiological condition in which exposure to fragrances and common workplace chemicals causes significant physical symptoms, including *[your main symptoms]*, that substantially limit my ability to *[breathe / concentrate / work in the affected area / etc.]*.
To allow me to perform the essential functions of my job, I am requesting the following accommodations:

- A fragrance-free policy or guidance for my work area and shared spaces.
- Relocation to a private or better-ventilated workspace away from *[exposure source]*.
- Permission to use a HEPA + activated-carbon air purifier at my workstation.
- The option to work remotely *[full-time / on high-exposure days / during renovations]*.
- Advance notice before cleaning, pesticide application, painting, or renovation in my area.

I am happy to engage in the interactive process to identify effective accommodations, and I can provide supporting documentation from my *[doctor / specialist]* on request. Please let me know a good time to discuss this. Thank you for your consideration.

Sincerely,
[Your name and signature]

Guidance: Send in writing and keep a copy. The ADA expects an “interactive process,” so expect a conversation, and propose alternatives if the first option isn’t feasible. The Job Accommodation Network (askjan.org) lists standard MCS accommodations you can mirror.

Letter 2 — Housing Accommodation Request (Fair Housing Act / Section 504)

[Your name]
[Your address / unit]
[Date]

To: *[Landlord / property manager / housing authority]*
Re: Request for Reasonable Accommodation under the Fair Housing Act

Dear *[name]*,
I am requesting a reasonable accommodation under the Fair Housing Act (42 U.S.C. § 3604(f)) *[and, if this is federally assisted housing, Section 504 of the Rehabilitation Act (29 U.S.C. § 794)]*. I have Multiple Chemical Sensitivity (MCS), a physiological disability in which low-level chemical and fragrance exposures cause *[your main symptoms]*, affecting my ability to safely use and enjoy my home.
I am requesting the following accommodations:

- Advance written notice before pesticide spraying, painting, or chemical cleaning in or near my unit and shared areas.
- Use of fragrance-free or low-tox products in common areas I must pass through, where feasible.
- Permission to *[seal/weatherize my unit / add ventilation / install an air purifier]* at my own cost.
- Consideration for *[a unit transfer away from the parking garage / laundry / a smoking unit / the affected source]*, if one becomes available.
- Enforcement of existing no-smoking or nuisance-odor policies near my unit.

I can provide documentation of my disability and disability-related need from my *[doctor / specialist]* on request. I look forward to working with you on a reasonable solution. Thank you.

Sincerely,
[Your name and signature]

Guidance: A housing provider may ask for verification of the disability and the disability-related need (not your diagnosis details). Keep copies and a log of requests and responses. If you hit a wall, your local fair-housing center or a disability-rights attorney can help.

Letter 3 — School Accommodation Request (Section 504)

[Parent/guardian name]
[Address]
[Date]

To: *[Principal / 504 Coordinator]*, *[School name]*
Re: Request for a Section 504 Plan for *[student name]*

Dear *[name]*,
I am requesting an evaluation and a Section 504 Plan for my child, *[student name]*, under Section 504 of the Rehabilitation Act (29 U.S.C. § 794) *[and the IDEA, if applicable]*. *[Student]* has Multiple Chemical Sensitivity (MCS), a physiological condition in which fragrances and common school chemicals trigger *[symptoms]*, which interferes with learning and attendance.
I am requesting the following accommodations be considered:

- A fragrance-free classroom guideline and notice to staff.
- A HEPA + activated-carbon air purifier in the classroom, and seating away from *[art supplies / cleaning closets / vents / the affected source]*.
- Advance notice before cleaning, pesticide application, painting, renovation, or use of strong art/science chemicals.
- A pre-arranged safe space and the option for *[remote learning / excused absence]* during high-exposure events, with make-up work.
- A plan for field trips and assemblies that may involve exposures.

I can provide documentation from *[student's doctor]*. Please let me know the next steps and a date to meet. Thank you for supporting *[student]*'s access to education.

Sincerely,
[Parent/guardian name and signature]

Guidance: Send to the principal and the 504 coordinator and request a written response with timelines. Keep copies. If the school is unresponsive, your state's parent training and information center or a special-education advocate/attorney can help.

Final reminder — not legal advice. These templates reference federal laws but are general educational tools, not legal advice, and outcomes depend on your specific facts and jurisdiction. Before relying on any letter, consider the Job Accommodation Network (askjan.org) for workplace questions and a qualified attorney or disability-rights organization for legal questions. © 2026 MCSDisability.com · Published by the Institute for Environmental & Invisible Illness.