

[Your Name]
[Your Job Title]
[Date]

[Recipient Name]
[Recipient Title/HR Department]
[Company Name]

Subject: Status Update for Reasonable Accommodation Request

Dear [Recipient Name],

I am writing to formally request an update regarding my reasonable accommodation request, which I submitted on [Date].

To date, I have provided the following documentation to support my request: [List documents, e.g., medical certification, initial application].

As this request is necessary for me to perform the essential functions of my position effectively, I would appreciate an estimated timeline for a final decision. Please let me know if any additional information or a follow-up meeting is required to move the process forward.

I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]