

## Workplace Accommodation Request Letter

**Date of Letter**

[Your name]

[Your address]

[Employer's name]

[Employer's address]

Dear [Insert employer's name here]:

I have been a dedicated member of [Company Name] as a [Your Position] since [Date of Hire]. I am writing to request that our workplace invest in a productivity tool that will help streamline my daily tasks and boost overall efficiency.

Over time, I have encountered workflow challenges that interrupt my focus—such as the constant need to adjust input settings when switching between applications. This disruption can slow down my work and reduce productivity. To address these challenges, I am proposing the adoption of Cephable, a cutting-edge software solution designed to enhance digital workflows.

Cephable offers alternative input methods, including voice controls, dictation, head movements, and virtual buttons, which allow for seamless transitions between applications. By automatically adapting to the software I'm using, Cephable ensures that my personalized controls are always active—helping me work more efficiently and maintain peak productivity throughout the day. I have evaluated other solutions, and I am confident that Cephable is the most effective choice because it will [explain how it will help you do your job, e.g., “reduce downtime and improve my overall workflow by minimizing manual adjustments”].

For additional information or to discuss this request further, please feel free to contact Jason Fields at [JFields@cephable.com](mailto:JFields@cephable.com). I would be happy to provide further details or arrange a demonstration of how Cephable can support our productivity goals.

Thank you for considering this request. I look forward to the opportunity to work even more effectively with the support of innovative tools like Cephable.

Sincerely,

[Your name ]

[Your full address]

[Your phone number]

[Your email ]

**CC: appropriate individuals (optional)**

**Attachments: supporting documents if needed (e.g. doctor's note)**

For more information about employee rights and corporate responsibilities under the *Americans with Disabilities Act*, reference: *Job Accommodation Network (JAN)*, <https://askjan.org/>

Cephable is an [approved vendor](#) with JAN.