

LNNP Accommodation Request Template

Clear • Lawful • Respectful • Effective

Use this template to request reasonable accommodations related to disability, health, caregiving, learning needs, religious beliefs, or other protected grounds.

This can be used for schools, employers, landlords, service providers, government offices, and healthcare systems.

Your Information

Name:

Email / Phone:

Client / Student / Employee / File Number (if applicable):

Date:

Recipient Information

Name / Department:

Organization:

Address / Email:

Subject Line

Request for Reasonable Accommodation: [Brief Description]

Example:

Request for Reasonable Accommodation: Modified Appointment Scheduling/Format

Opening Statement

State purpose clearly and respectfully.

I am writing to formally request reasonable accommodation in relation to [briefly describe situation], in order to ensure equitable access and participation.

L — Legal / Policy Basis

Identify the right.

This request is made under applicable human rights and accessibility legislation and organizational policy, including [if known: Human Rights Code, Employment Standards Act, Accessibility Policy, School Policy, etc.].

Example: This request is made under the BC Human Rights Code, which protects individuals from discrimination on the basis of disability.

(If you don't know the law, you can navigate to relevant sections through the CIVIC portal)

A — Current Barriers

Describe what isn't working.

At present, I am experiencing the following barriers:

- [Barrier 1]
- [Barrier 2]

Example: Standard appointment times conflict with medical treatment.

Y — Supporting Information

Provide evidence if available (not always required).

Supporting documentation is attached / available upon request, including:

- Medical note
- Professional letter
- Assessment
- Prior correspondence

You are not required to disclose diagnosis unless necessary.

Requested Accommodations

Be specific and reasonable.

I am requesting the following accommodations:

- [Accommodation 1]

- [Accommodation 2]
- [Accommodation 3]

Examples:

- Flexible scheduling
- Modified duties
- Remote access
- Extended deadlines
- Physical access supports
- Communication adjustments

Willingness to Collaborate

Shows good faith.

I am open to discussing reasonable options that meet both my needs and organizational requirements.

Expected Response

Set a timeline politely.

I would appreciate confirmation of this request and next steps within [10–14] business days.

Closing

Professional and calm.

Thank you for your time and consideration. I look forward to working together toward an appropriate solution.

Sincerely,

Name