**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: ADA Accommodation letter**

Dear Miss Lisa,

We hope that this letter finds you in good health. We have recently received your application regarding ADA accommodation. Our team of professionals including healthcare providers has reviewed your application as well as the medical reports attached with the letter.

After careful consideration, the company has concluded that you deserve to get accommodations under American Accommodation Act since you are differently abled. The healthcare provider has provided us with a list of restrictions that we must respect about your disability. Considering those restrictions, the company has defined several accommodations for you. Some of them are given below:

[Make a list of accommodations]

Our employees are our top priority and we always value them. People who are disabled deserve acknowledgment and our company has a strict policy to provide them with the flexibility that makes it easy for them to work with ease. Remember that all the actions that we have taken based on your application show compliance with ADA Act. We believe that the rights of every civilian should be exercised and they should be given what they deserve.

If you want to know more about the accommodations that we have provided to you or if there is something else you want to be discussed, feel free to contact our company’s focal person of ADA accommodations Mr. James.

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_